I. Contents

7 ATTENDANCE

7.1 Search..... 2
7.2 By Period..... 3
7.3 Calendar..... 8
7.4 Class Totals..... 7
7.5 By Class..... 10
7.6 Student ADA Totals..... 14
7.7 By Homeroom..... 17
7.8 Mass Update ID Only..... 20
7.9 Mass Update Student..... 23
7.10 Mass Group Update..... 28
7.11 Reports..... 33
7.12 Batch..... 64

7 Attendance

The Attendance module allows you to view and modify the attendance records of the students. You may opt to view the attendance records by student, by class or by category. Essential records such as attendance codes by period, by class, by homeroom, absence totals based on Average Daily Attendance (ADA) or all attendance records are viewed, maintained and processed in this tab. Moreover, this module also allows you to generate reports and process student schedule by batch.

The Attendance module consists of the following pages:

- Search
- By Period
- Calendar
- Class Totals
- By Class
- Student ADA Totals
- By Homeroom
- Mass Update ID Only
- Mass Update Student
- Mass Group Update
- Reports
- Batch

7.1 Search

The Search page allows you to locate student record(s) in the system that matches the specified criteria. You may specify any of the following search criteria: Last Name, First Name, Student ID, Birth Date and Family ID. You may also select the Gender, Relationship, YIS, School, Scope, Pattern, Track ID and may even opt to search for alternate names to narrow down the search results.

Search results displays the immediate student information such as student ID, name, gender, YIS, birth date, phone number, family ID, counselor ID, homeroom code, school ID and track ID.

Click [SEARCH] to retrieve student records that correspond with the specified criteria. To select a student click the Student ID link or double-click on the student record. Selecting a student enables the other submodule links, which allows you to go to any of the Attendance pages and displays the student header.

This page also facilitates the addition of a new student record into the system. Click [ADD] to go to a blank Primary Info page in Demographics module to start adding a student record.

The Search page is common for all modules that require a selected student in accessing records. (Please refer to K12, Chapter 1, Section 1.1 for details on Search page.)

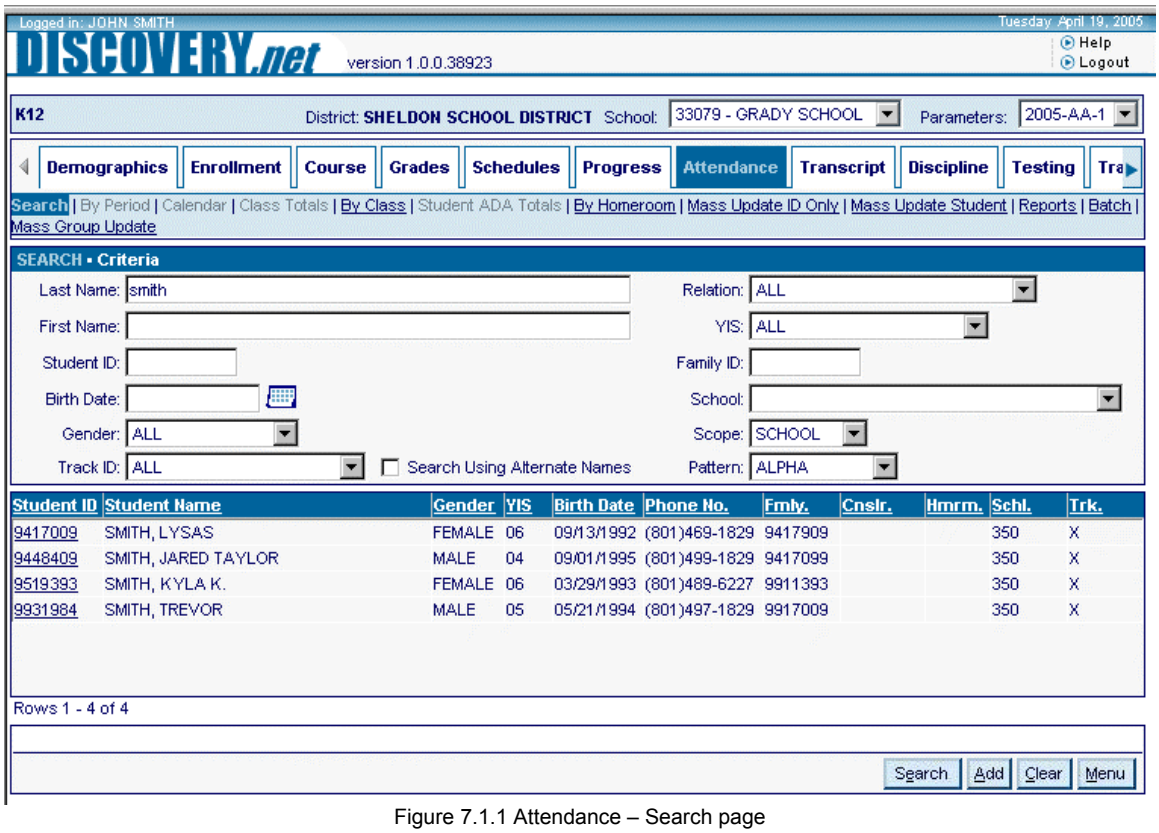

Logged in: JOHN SMITH
Tuesday, April 19, 2005
DISCOVERY.net version 1.0.0.38923
Help
Logout
K12
District: SHELDON SCHOOL DISTRICT
School: 33079 - GRADY SCHOOL
Parameters: 2005-AA-1
Demographics
Enrollment
Course
Grades
Schedules
Progress
Attendance
Transcript
Discipline
Testing
Search | By Period | Calendar | Class Totals | By Class | Student ADA Totals | By Homeroom | Mass Update ID Only | Mass Update Student | Reports | Batch | Mass Group Update
SEARCH • Criteria
Last Name: smith
First Name:
Student ID:
Birth Date:
Gender: ALL
Track ID: ALL
Search Using Alternate Names
Relation: ALL
YIS: ALL
Family ID:
School:
Scope: SCHOOL
Pattern: ALPHA
Student ID | Student Name | Gender | YIS | Birth Date | Phone No. | Fmly. | Cnslr. | Hmrm. | Schl. | Trk.
9417009 SMITH, LYSAS FEMALE 06 09/13/1992 (801)469-1829 9417909 350 X
9448409 SMITH, JARED TAYLOR MALE 04 09/01/1995 (801)499-1829 9417099 350 X
9519393 SMITH, KYLA K. FEMALE 06 03/29/1993 (801)489-6227 9911393 350 X
9931984 SMITH, TREVOR MALE 05 05/21/1994 (801)497-1829 9917009 350 X
Rows 1 - 4 of 4
Search
Add
Clear
Menu

Figure 7.1.1 Attendance – Search page

7.2 By Period

The By Period page allows you to locate all the attendance records of the selected student within the specified date range. You may also modify, add and delete attendance records of the selected student. The page details the attendance record of the selected student by period.

Tardy record is also collected in this page. You may add or modify tardy records of the selected student for a particular day.

Attendance records collected from this page are considered as being specified by administrators. Therefore, attendance records cannot be overridden by teachers.

This page consists of three sections: Search Criteria, Details and List sections.

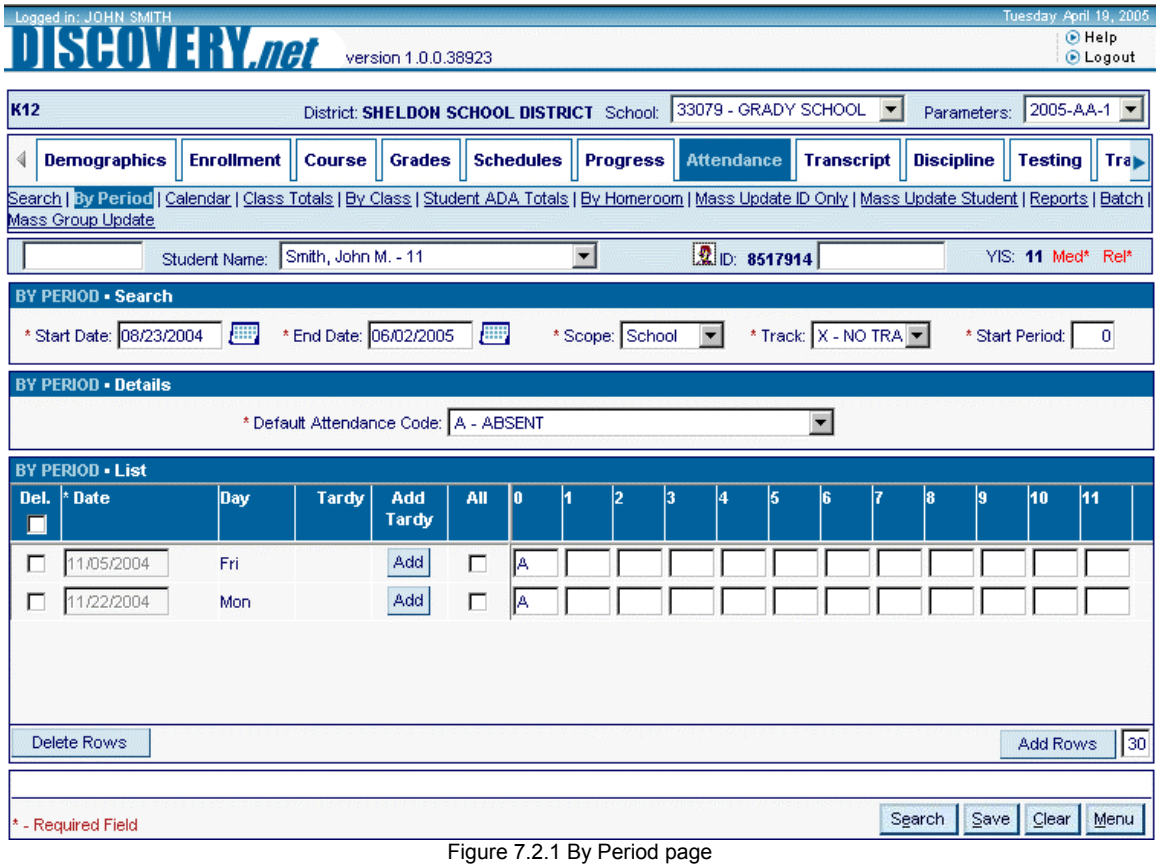


Figure 7.2.1 By Period page

7.2.1 Search Criteria

The Search Criteria section allows you to specify the criteria to locate existing attendance records of the selected student.

7.2.1.1 Start Date

Indicates the start of the date range of the student attendance records to be located. You may manually specify a date in mm/dd/yyyy format or select from the Date Picker Calendar by clicking the Calendar icon beside the date field. You must specify a start date before searching. Otherwise, the page displays “Start Date is required.”

7.2.1.2 End Date

Indicates the end of the date range of the student attendance records to be located. You may manually specify a date in mm/dd/yyyy format or select from the Date Picker Calendar by clicking the Calendar icon beside the date field. You must specify an end date before searching. Otherwise, the page displays “End Date is required.”

7.2.1.3 Scope

A dropdown list box that indicates the extent of the search process. Options are: ‘School’ and ‘District’. This dropdown list box is only available if a user has DISTRICT rights. Otherwise, it is unavailable and the selected option is always ‘School’.

a. District

Indicates that student attendance records within the district are to be located.

b. School

Indicates that student attendance records in the logon school are to be located.

7.2.1.4 Track

A dropdown list box that indicates the track of the school year of the student attendance records to be located. If you want to locate attendance records regardless of the track, select ‘All’ before searching.

7.2.1.5 Start Period

Indicates the start of the period of the student attendance records to be located. You must specify the start period before searching. Otherwise, the page displays ”Start Period is required.”

7.2.2 Details

The Details section allows you to select the default attendance code to be used for the student attendance records to be added.

7.2.2.1 Default Attendance Code

A dropdown list box that indicates the attendance code. You may select one of the attendance codes from the list.

7.2.3 List

The List section allows you to view, modify, add or delete the attendance records and tardy records of the selected student. This section details the attendance records of the selected student for the logon school year.

7.2.3.1 Del.

A checkbox that indicates whether the attendance record is marked for deletion or not. You may mark all records for deletion by selecting the Del. column header checkbox. To mark a specific record, just select the Del. checkbox beside the record to be deleted.

7.2.3.2 Date

Indicates the date of the attendance or tardy record. Date of existing attendance records are unavailable. You may manually specify a date in mm/dd/yyyy format or select from the Date Picker Calendar by clicking the Calendar icon beside the date field. You must specify a date if attendance code is specified in any of the periods. Otherwise, the page displays “Date is required.”

7.2.3.3 Day

Indicates the day of the week attendance date falls. Day is displayed upon specifying a date and tabbing out of the date field.

7.2.3.4 Tardy

Indicates the number of minutes the student is tardy for the attendance date.

7.2.3.5 Add Tardy

Click [ADD] to open Add Tardy window where you may specify the details of the tardy record. (Please refer to Lookup Window, Chapter 4 for the details on Add Tardy window.)

7.2.3.6 All

A checkbox that indicates whether the selected attendance code is for all the periods or not.

7.2.3.7 <Lowest Period> - <Highest Period>

Indicates the attendance code for the period. The number of columns corresponds to the number of periods for the logon school.

7.2.4 Search

Click [SEARCH] to locate attendance records of the selected student that matched the criteria specified.

Clicking [SEARCH] also performs the following validations:

- End Date must be later than Start Date. Otherwise, the page displays “End Date cannot be prior to Start Date.”
- Start Date must be within the school year start and end date. Otherwise, the page displays “Start Date cannot be prior to <school year start date> and later than <school year end date>.”
- End Date must be within the school year start and end date. Otherwise, the page displays “End Date cannot be prior to <school year start date> and later than <school year end date>.”
- Start Period must be within the school year low and high periods. Otherwise, the page displays “Start Period cannot be less than <school year low period> and later than <school year high period>.”

7.2.5 Save

Click [SAVE] to add attendance and tardy records or post modifications on existing attendance and tardy records of the selected student into the database.

Clicking [SAVE] also performs the following validations:

- Date must be within the school year start and end date. Otherwise, the page displays “Date cannot be prior to <school year start date> and later than <school year end date>.”
- Date must be a valid attendance date. Otherwise, the page displays “Date <date> is not a valid Attendance Date.”
- Date must be within any term of the logon school year. Otherwise, the page displays “Date <Date> is not within any term of the current school year.”
- There must only be one attendance date record. Otherwise, the page displays “Attendance Date <date> already exists.”

- Attendance code must be an existing attendance code. Otherwise the page displays Attendance Code <attendance code> does not exist."
- There must be an attendance record and/or tardy record for a specified attendance date. Otherwise, the page displays "No records to save."
- Student must be enrolled in school on the specified date. Otherwise, the page displays "Student is not enrolled in school on <date>."

7.3 Calendar

The Calendar page allows you to locate and view all the attendance records of the selected student that corresponds to the specified month and year. The page details the monthly attendance information for all class periods of the selected student.

This page consists of two sections Search Criteria and List sections.

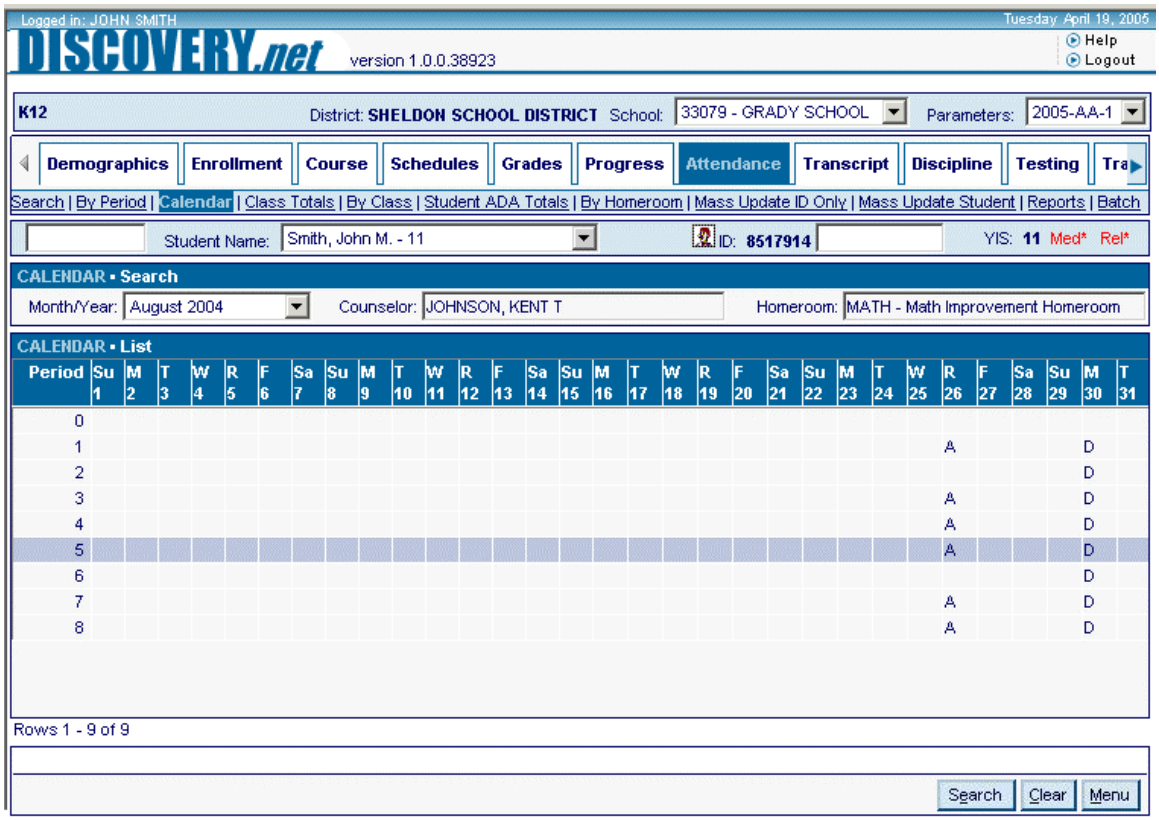


Figure 7.3.1 Calendar page

7.3.1 Search Criteria

The Search Criteria section allows you to specify criteria to locate existing attendance records of the selected student.

7.3.1.1 Month/Year

A dropdown list box that indicates the month and the year of the attendance records to be located. The list includes all the months for the logon school year.

7.3.1.2 Counselor

Indicates the name of the counselor of the student.

7.3.1.3 Homeroom

Indicates the homeroom of the student.

7.3.2 List

The List section allows you to view the attendance records of the selected for the selected month. This section details attendance code for the period in an attendance date.

7.3.3 Search

Click [SEARCH] to locate attendance records of the selected student that matched the criteria specified.

7.4 Class Totals

The Class Totals page allows you to locate and view all the attendance records of the selected student by course-section. This page summarizes the number of excused and unexcused attendance records of the selected student for the selected course. Tardy attendance records are also summed up in this page.

Summary of the attendance records are computed either by the total attendance records of the selected student or by considering only the attendance codes taken into account in Average Daily Attendance (ADA).

This page consists of two sections: Search Criteria and Search Results sections.

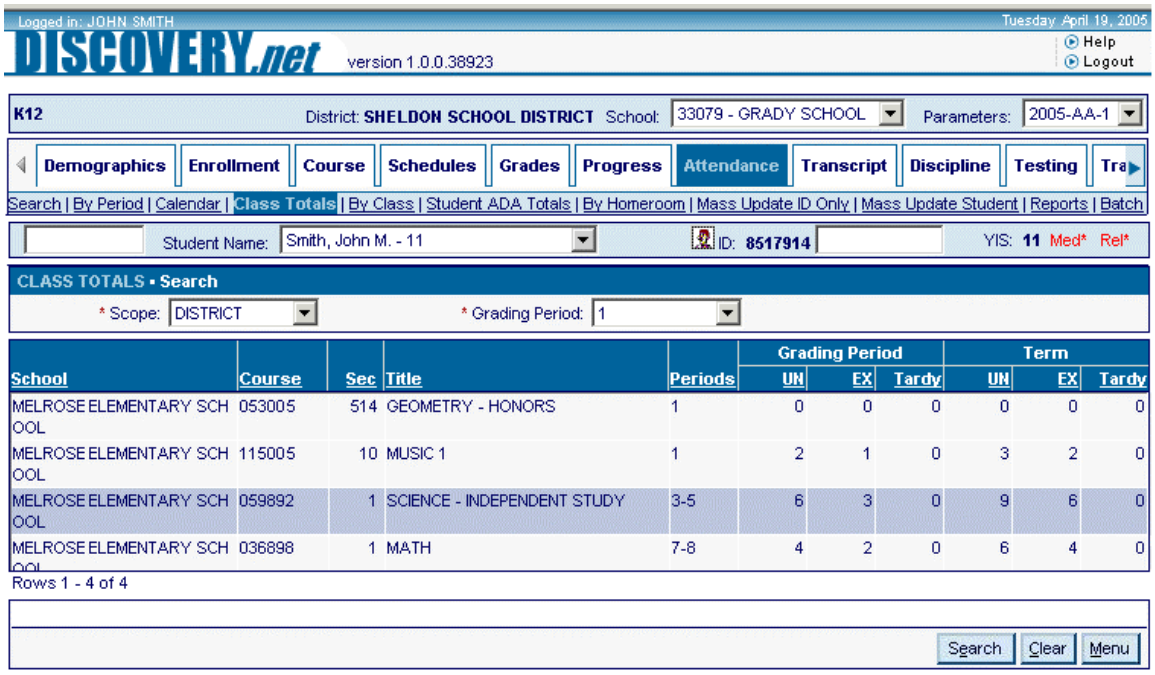


Figure 7.4.1 Class Totals page

7.4.1 Search Criteria

The Search Criteria section allows you to specify criteria to locate existing attendance records of the selected student.

7.4.1.1 Scope

A dropdown list box that indicates the extent of the search process. Options are: 'School' and 'District'. This dropdown list box is only available if a user has DISTRICT rights. Otherwise, it is unavailable and the selected option is always 'School'.

a. District

Indicates that student attendance records within the district are to be located.

b. School

Indicates that student attendance records in the logon school are to be located.

7.4.1.2 Grading Period

A dropdown list box that indicates the grading period of the attendance records to be located. The list includes all the grading periods for the logon term. You may select one grading period from the list.

7.4.2 List

The List section details school, course, section, course title, duration of course in terms of periods, unexcused and excused absences and tardy records for the grading period and term. This section allows you to view the summary of the unexcused and excused absences as well as tardy records of the students for the selected grading period and logon term.

Clicking the column header link on this section sorts displayed records by the name of the link clicked. For example, clicking the School column header link sorts displayed records by school.

7.4.3 Search

Click [SEARCH] to locate attendance records of the selected student that matched the criteria specified.

7.5 By Class

The By Class page allows you to locate all the attendance records of all the students enrolled in the specified course ID, section ID and attendance date. You may also modify or add attendance records for the students enrolled in the course-section.

Attendance records collected from this page are considered as being specified by administrators if the logon user is not a teacher. Therefore, attendance records cannot be overridden by teachers.

If the logon user is a teacher with specific access, then course-section is displayed as a dropdown list box. Items of the list box are the course-sections assigned to the logon teacher. If the logon teacher is not teaching any class in the logon school, the page displays “No Course-Sections assigned to <last name, first name of user>.”

This page consists of two sections: Search Criteria and List sections.

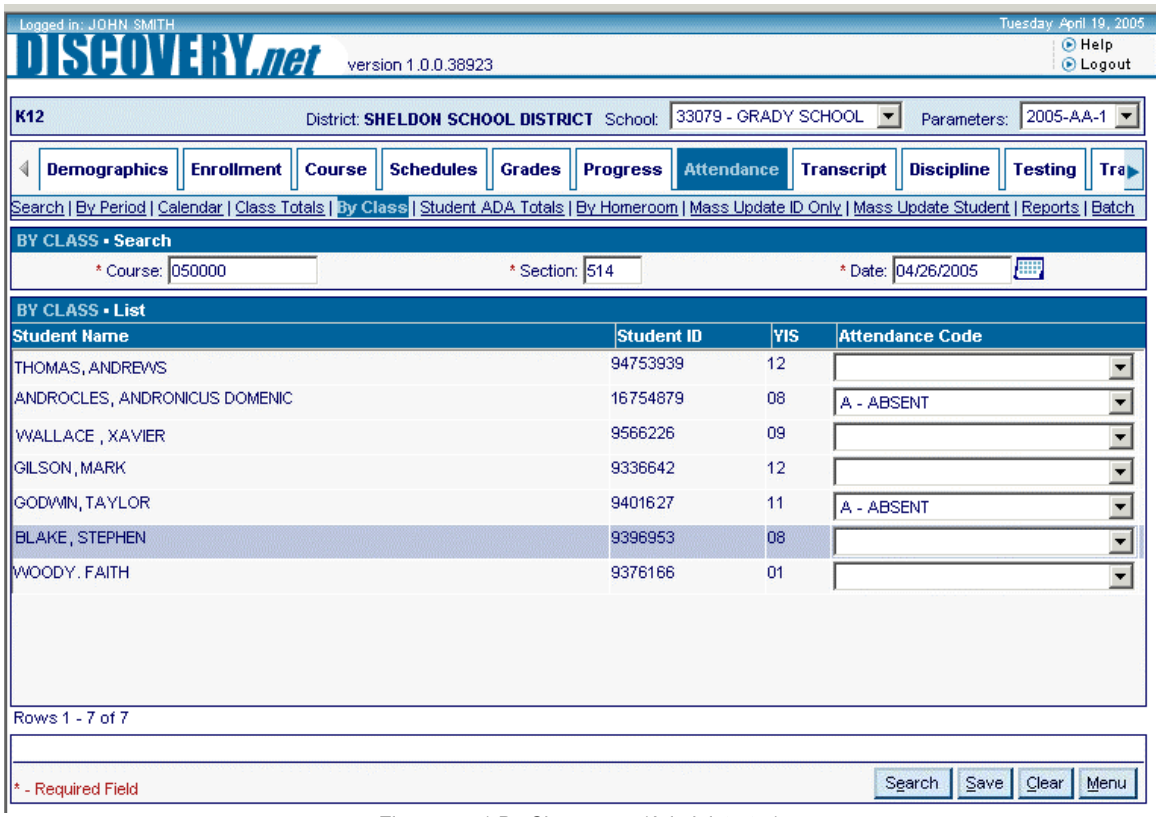


Figure 7.5.1 By Class page (Administrator)

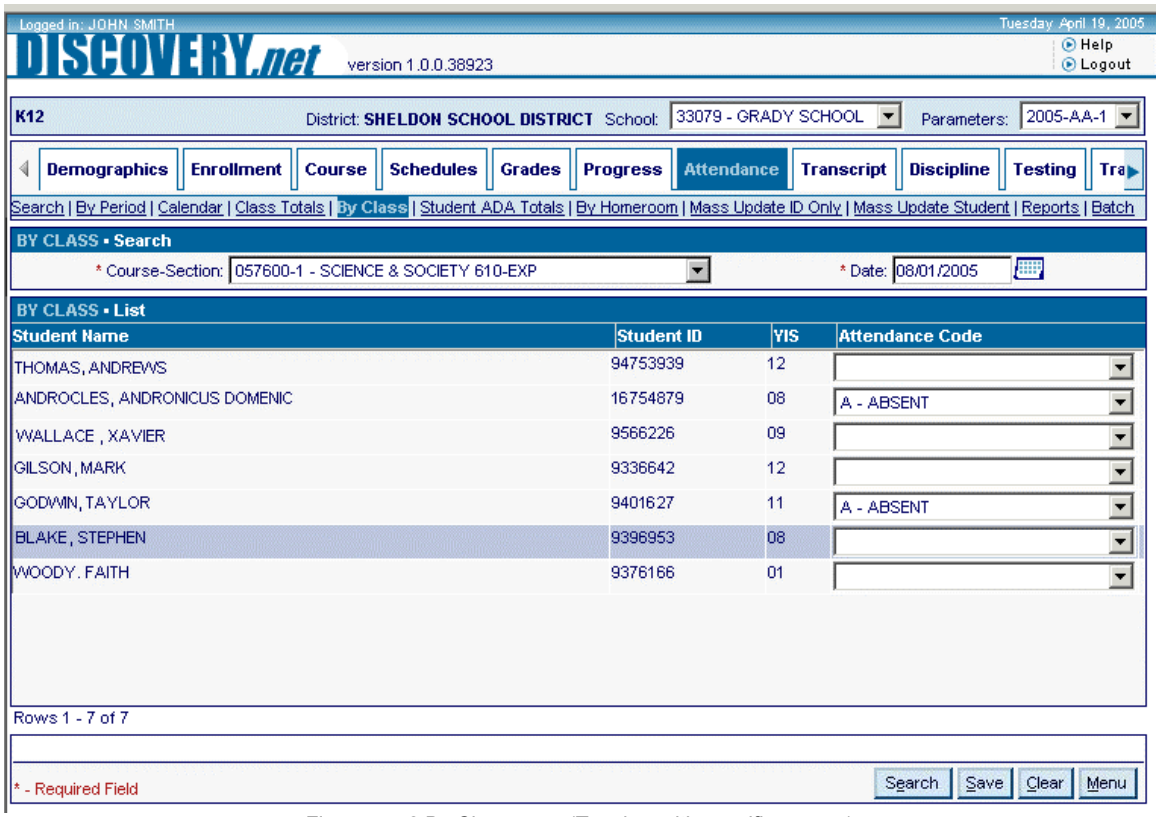


Figure 7.5.2 By Class page (Teacher with specific access)

7.5.1 Search Criteria

The Search Criteria section allows you to specify criteria to locate existing attendance records of the students enrolled in the course-section.

7.5.1.1 Course

Indicates the course ID of the course-section in which student attendance records are to be located. You must specify a course before searching. Otherwise, the page displays “Course is required.”

7.5.1.2 Section

Indicates the section ID of the course-section in which student attendance records are to be located. You must specify a section before searching. Otherwise, the page displays “Section is required.”

7.5.1.3 Course-Section

A dropdown list box that indicates the course-section of the student attendance records to be located. Options are the course-sections assigned to the logon teacher. You must select a course-section before searching. Otherwise, the page displays "Course-Section is required."

7.5.1.4 Date

Indicates the date of the attendance records to be located. You may manually specify a date in mm/dd/yyyy format or select from the Date Picker Calendar by clicking the Calendar icon beside the date field. You must specify a date before searching. Otherwise, the page displays "Date is required."

7.5.2 List

The List section allows you to view and modify attendance records of the students enrolled in the specified course-section and date.

7.5.2.1 Student Name

Indicates the name of the student enrolled in the specified course-section.

7.5.2.2 Student ID

Indicates the unique identification number assigned to the student.

7.5.2.3 YIS

Indicates the year in school of the student

7.5.2.4 Attendance Code

A dropdown list box that indicates the attendance code. You may select an attendance code from the list.

7.5.3 Search

Click [SEARCH] to locate attendance records of the students enrolled in the specified course-section.

Clicking [SEARCH] also performs the following validations:

- Course and Section must be valid. Otherwise, the page displays "Course-Section <course>-<section> does not exist."

- Date must be within the school year. Otherwise, the page displays "Date cannot be prior to <school year start date> and later than <school year end date>."

- Date must be a valid attendance date. Otherwise, the page displays "Date <date> is not a valid Attendance Date.

7.5.4 Save

Click [SAVE] to post modifications on the student attendance records into the database.

7.6 Student ADA Totals

The Student ADA Totals page allows you to locate and view the summary of the attendance records of the selected student for all the grading periods and terms within the logon school year.

The page details the term, attendance type and grading period. The number of attendance records for each attendance type (i.e. Unexcused Tardy, Excused Tardy, Unexcused, Excused) by grading period, term and also for the whole school year are displayed. The student daily attendance information is also kept up-to-date with calculations based on the attendance parameters determined by the school.

Attendance Parameters, which determines the Average Daily Attendance (ADA) of each student. Attendance codes are set to count as a factor in the computation of ADA for the purpose of reporting student attendance.

You may also opt to display the following: details such as: excused, unexcused absence and tardy totals, all attendance records totals or only ADA totals and tardy totals either by period or by day.

This page consists of two sections: Search Criteria and Details sections.

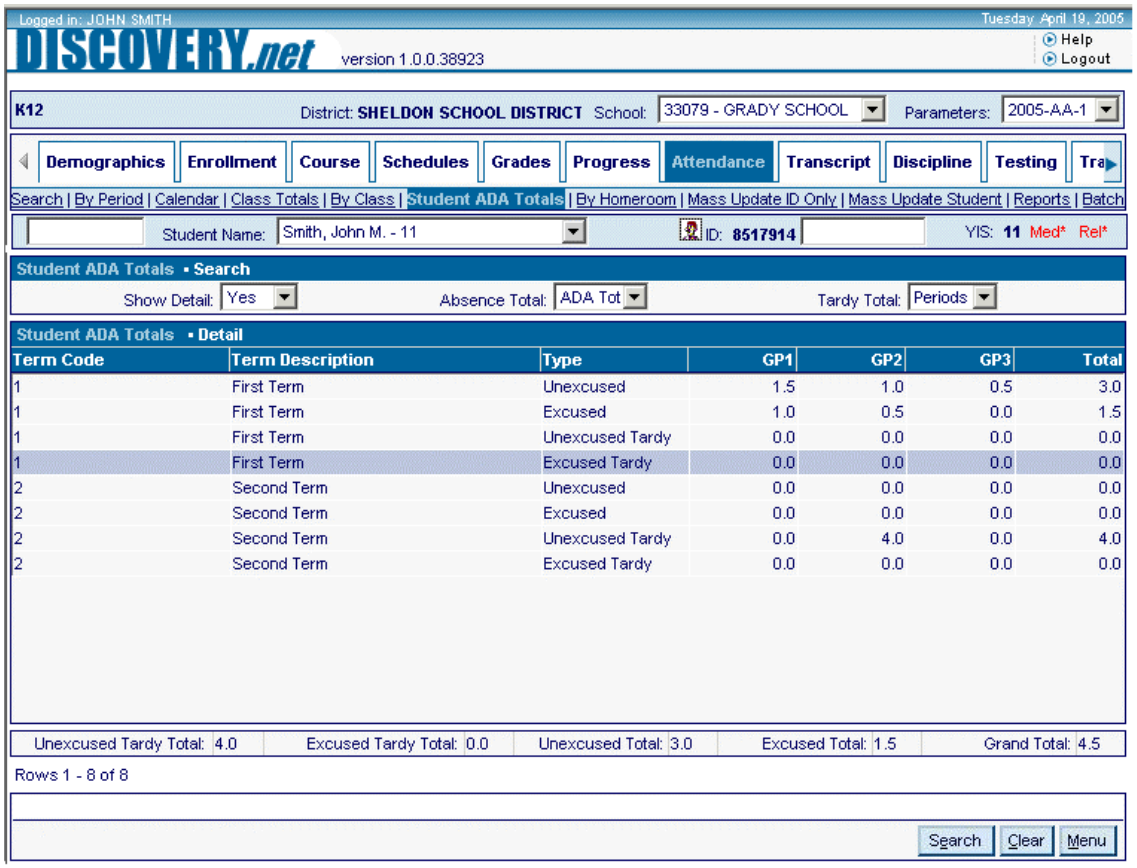

Logged in: JOHN SMITH
Tuesday April 19, 2005
DISCOVERY.net version 1.0.0.38923
Help
Logout
K12
District: SHELDON SCHOOL DISTRICT School: 33079 - GRADY SCHOOL
Parameters: 2005-AA-1
Demographics Enrollment Course Schedules Grades Progress Attendance Transcript Discipline Testing Tra
Search | By Period | Calendar | Class Totals | By Class | Student ADA Totals | By Homeroom | Mass Update ID Only | Mass Update Student | Reports | Batch
Student Name: Smith, John M. - 11
ID: 8517914
YIS: 11 Med* Rel*
Student ADA Totals • Search
Show Detail: Yes
Absence Total: ADA Tot
Tardy Total: Periods
Student ADA Totals • Detail
Term Code | Term Description | Type | GP1 | GP2 | GP3 | Total
1 | First Term | Unexcused | 1.5 | 1.0 | 0.5 | 3.0
1 | First Term | Excused | 1.0 | 0.5 | 0.0 | 1.5
1 | First Term | Unexcused Tardy | 0.0 | 0.0 | 0.0 | 0.0
1 | First Term | Excused Tardy | 0.0 | 0.0 | 0.0 | 0.0
2 | Second Term | Unexcused | 0.0 | 0.0 | 0.0 | 0.0
2 | Second Term | Excused | 0.0 | 0.0 | 0.0 | 0.0
2 | Second Term | Unexcused Tardy | 0.0 | 4.0 | 0.0 | 4.0
2 | Second Term | Excused Tardy | 0.0 | 0.0 | 0.0 | 0.0
Unexcused Tardy Total: 4.0
Excused Tardy Total: 0.0
Unexcused Total: 3.0
Excused Total: 1.5
Grand Total: 4.5
Rows 1 - 8 of 8
Search Clear Menu

Figure 7.6.1 Student ADA Totals page (Show Details is 'Yes')

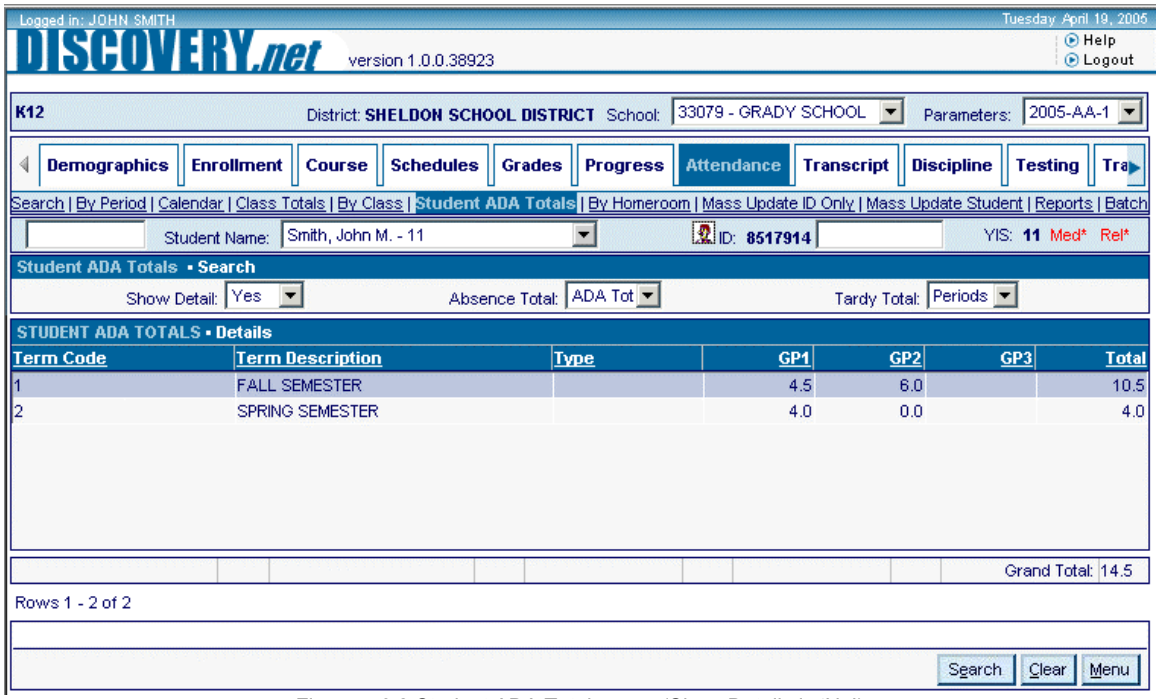

Logged in: JOHN SMITH
Tuesday April 19, 2005
DISCOVERY.net version 1.0.0.38923
Help
Logout
K12
District: SHELDON SCHOOL DISTRICT School: 33079 - GRADY SCHOOL
Parameters: 2005-AA-1
Demographics Enrollment Course Schedules Grades Progress Attendance Transcript Discipline Testing Tra
Search | By Period | Calendar | Class Totals | By Class | Student ADA Totals | By Homeroom | Mass Update ID Only | Mass Update Student | Reports | Batch
Student Name: Smith, John M. - 11
ID: 8517914
YIS: 11 Med* Rel*
Student ADA Totals • Search
Show Detail: Yes
Absence Total: ADA Tot
Tardy Total: Periods
STUDENT ADA TOTALS • Details
Term Code | Term Description | Type | GP1 | GP2 | GP3 | Total
1 | FALL SEMESTER | | 4.5 | 6.0 | | 10.5
2 | SPRING SEMESTER | | 4.0 | 0.0 | | 4.0
Grand Total: 14.5
Rows 1 - 2 of 2
Search Clear Menu

Figure 7.6.2 Student ADA Totals page (Show Details is 'No')

7.6.1 Search Criteria

The Search Criteria section allows you to specify criteria to locate the summary of the attendance records of the selected student.

7.6.1.1 Show Detail

A dropdown list box that indicates whether the displayed information includes the details of the attendance records or not. Options are: 'Yes' and 'No'.

a. Yes

Indicates that attendance records displayed are grouped by attendance type such as excused and excused absence records and excused and unexcused tardy records for each grading period of each of the term for the logon school year. Also the subtotals for each grouping are also displayed on the bottom part of the List section.

b. No

Indicates that attendance records displayed are grouped by grading period of each of the term for the logon school year.

7.6.1.2 Absence Total

A dropdown list box that indicates whether the total is based on all the attendance records or according to the attendance records considered in the average daily attendance (ADA) parameters of the school for ADA reporting. Options are: 'All' and 'ADA Totals'.

This field is unavailable if the selected Show Details is 'No'.

a. All

Indicates that all the attendance records of the student are included in the summary of the attendance information of the student.

b. ADA Totals

Indicates that the attendance record considered in average daily attendance is included in the summary of the attendance information of the student.

7.6.1.3 Tardy Total

A dropdown list box that indicates the computation of the tardy records of the selected student. Options are: 'Days' and 'Periods'.

This field is unavailable if the selected Show Details is 'No'.

a. Days

Indicates that the number displayed in the summary is in days.

b. Periods

Indicates that the values displayed in the summary are in periods.

7.6.2 List

The List section displays the summary of attendance records of the selected student according to the search criteria specified.

If Show Details is 'Yes', the List section details the term code, term description, attendance type, attendance record count for each grading period within the terms for the logon school year, subtotals for each attendance type and term and for each attendance type, and the grand total of the student attendance records according to the selected absence total and tardy total.

If Show Details is 'No', the List section details the term code, term description, attendance record count for each grading period within the terms for the logon school year and the grand total of the student attendance records according to the selected absence total and tardy total.

Clicking the column header link on this section sorts displayed records by the name of the link clicked. For example, clicking the Term Code column header link sorts displayed records by term code.

7.6.3 Search

Click [SEARCH] to locate the summary of the attendance records of the selected student that matched the criteria specified.

7.7 By Homeroom

The By Homeroom page allows you to locate all the attendance records of the students belonging to the selected Homeroom group, attendance date and time of day. You may also modify or add attendance records for the students of the homeroom group.

Attendance records collected from this page are considered as being specified by administrators. Therefore, attendance records cannot be overridden by teachers.

This page consists of two sections: Search Criteria and List sections.

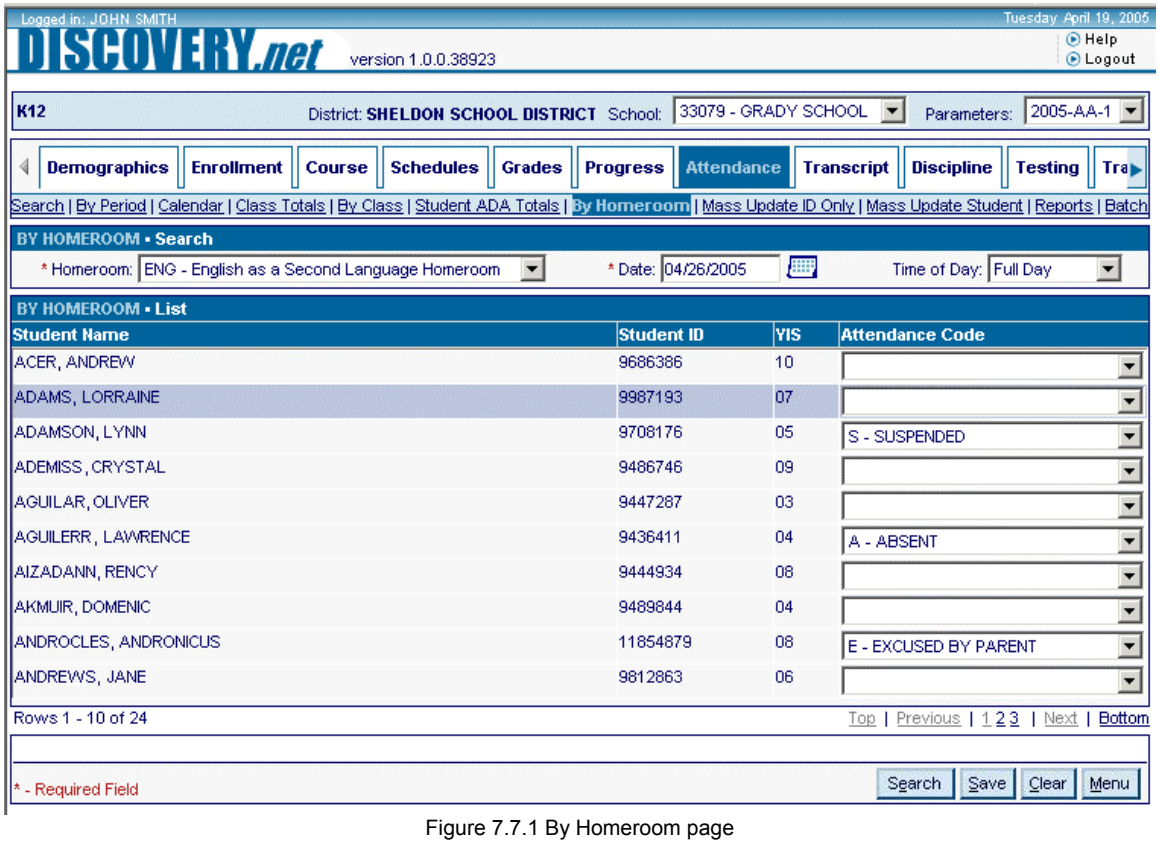


Figure 7.7.1 By Homeroom page

7.7.1 Search Criteria

The Search Criteria section allows you to specify criteria to locate existing attendance records of the students belonging to a homeroom group.

7.7.1.1 Homeroom

A dropdown list box that indicates the homeroom group of the attendance records to be located. You must select a homeroom before searching. Otherwise, the page displays "Homeroom is required."

7.7.1.2 Date

Indicates the date of the attendance records to be located. You may manually specify a date in mm/dd/yyyy format or select from the Date Picker Calendar by clicking the Calendar icon beside the date field. You must specify a date before searching. Otherwise, the page displays “Date is required.”

7.7.1.3 Time of Day

A dropdown list box that indicates the time of day of the attendance records of the homeroom group to be located. Options are: ‘Morning’, ‘Afternoon’ and ‘Full Day’.

a. Morning

Indicates that the student attendance records during the AM periods are to be located.

b. Afternoon

Indicates that the student attendance records during the PM periods are to be located.

c. Full Day

Indicates that the student attendance records for the whole day are to be located.

7.7.2 List

The List section allows you to view and modify attendance records of the students of the homeroom group.

7.7.2.1 Student Name

Indicates the name of the student belonging to the selected homeroom group.

7.7.2.2 Student ID

Indicates the unique identification number assigned to the student.

7.7.2.3 YIS

Indicates the year in school of the student.

7.7.2.4 Attendance Code

A dropdown list box that indicates the attendance of the student. You may select one of the attendance codes from the list.

7.7.3 Search

Click [SEARCH] to locate attendance records the students of the homeroom group that matched the criteria specified.

Clicking [SEARCH] also performs the following validations:

- Date must be within the school year. Otherwise, the page displays "Date cannot be prior to <school year start date> or later than <school year end date>."
- Date must be a valid attendance date. Otherwise, the page displays "Date <date> is not a valid Attendance Date"

7.7.4 Save

Click [SAVE] to add attendance records or post modifications made on existing attendance records into the database.

7.8 Mass Update ID Only

The Mass Update ID Only page allows you to add attendance records for many students at a time. This page only facilitates the addition of attendance records. Viewing, modifying and deleting attendance records may be done in other attendance pages.

Attendance records collected from this page are considered as being specified by administrators. Therefore, attendance records cannot be overridden by teachers.

This page consists of two sections: Details and List sections.

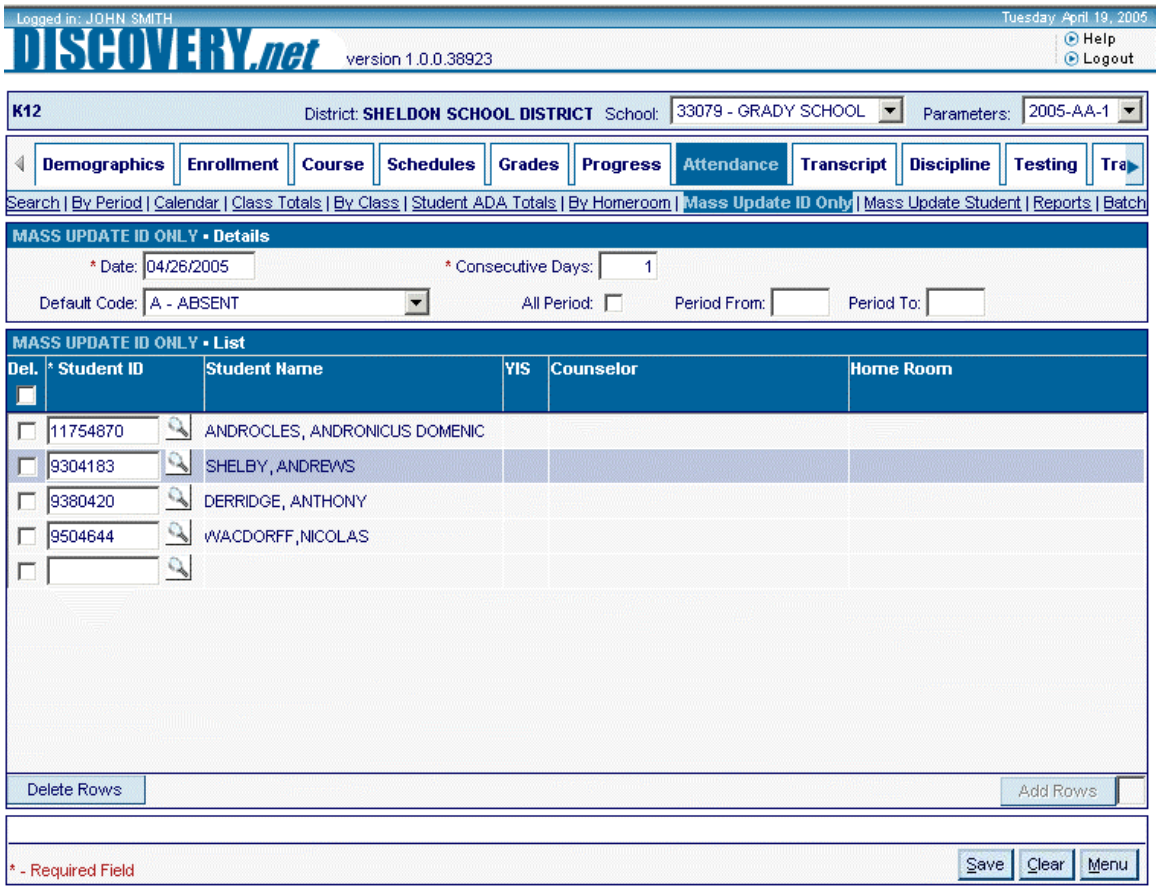


Figure 7.8.1 Mass Update ID Only page

7.8.1 Details

The Details section allows you to specify the attendance information to be used for the attendance records to be added.

7.8.1.1 Date

Indicates the date of the attendance records to be added. You may manually specify a date in mm/dd/yyyy format or select from the Date Picker Calendar by clicking the Calendar icon beside the date field before saving. You must specify a date before saving. Otherwise, the page displays "Date is required."

7.8.1.2 Consecutive Days

Indicates the number of consecutive days the attendance records are to be added. You must specify a number of consecutive days before saving. Otherwise, the page displays "Consecutive Days is required."

7.8.1.3 Default Code

A dropdown list box that indicates the attendance code of the attendance records to be added. You may select one of the attendance codes from the list.

7.8.1.4 All Period

A checkbox that indicates whether the attendance records to be added are for all the periods or not.

7.8.1.5 Period From

Indicates the start period of the attendance records to be added. This field is unavailable if All Period is selected. If All Period is not selected, you must specify a period from before saving. Otherwise, the page displays "Period From is required."

7.8.1.6 Period To

Indicates the end period of the attendance records to be added. This field is unavailable if All Period is selected. If All Period is not selected, you must specify a period to before saving. Otherwise, the page displays "Period To is required."

7.8.2 List

The List section allows you specify the students to be added an attendance record to.

7.8.2.1 Del.

A checkbox that indicates whether the attendance record is marked for deletion or not. You may mark all records for deletion by selecting the Del. column header checkbox. To mark a specific record just select the Del. checkbox beside the record to be deleted.

7.8.2.2 Student ID

Indicates the unique identification number assigned to the student. You may manually specify a student ID or select from the Student Search window by clicking the spyglass icon beside the field (Please refer to Lookup Window, Chapter 26 for details on Student Search window.) You must specify or select a student ID before saving. Otherwise, the page displays "Student ID is required."

7.8.2.3 Student Name

Indicates the name of the student. Student name is displayed when you select a student from Student Search window or upon saving, when you manually specify the student ID.

7.8.2.4 YIS

Indicates the year in school of the student. YIS is displayed when you select a student from Student Search window or upon saving, when you manually specify the student ID.

7.8.2.5 Counselor

Indicates the name of the counselor of the student. Counselor is displayed when you select a student from Student Search window or upon saving, when you manually specify the student ID.

7.8.2.6 Homeroom

Indicates the homeroom group of the student. Homeroom is displayed when you select a student from Student Search window or upon saving, when you manually specify the student ID.

7.8.3 Save

Click [SAVE] to add student attendance records into the database.

Clicking [SAVE] also performs the following validations:

- There must be at least one student ID specified. Otherwise, the page displays “No records to save.”
- Date must be within the logon school year. Otherwise, the page displays “Date cannot be prior to <school year start date> and later than <school year end date>.”
- Date must be a valid attendance date. Otherwise, the page displays “Date <date> is not a valid Attendance Date.”
- Consecutive Days must be equal to or greater than one. Otherwise, the page displays “Consecutive Days cannot be less than one.”
- Consecutive Days must not be greater than the number of attendance days left for the school year. Otherwise, the page displays “Days cannot be greater than <no. of days left for the school year>.”
- All Period must be selected or Period To and Period from must be specified. Otherwise, the page displays “Period is required.”

- Period From must be equal to or greater than the lowest period of the logon school and year. Otherwise, the page displays “Period From cannot be less than <low period of school year>.”
- Period To must be equal to or less than the highest period of the logon school and year. Otherwise, the page displays “Period To cannot be greater than <high period of school year>.”
- Period From must be less than Period To. Otherwise, the page displays “Period From cannot be greater than Period To.”
- Student must be enrolled in the logon school. Otherwise, the page displays “Student <student ID> is not enrolled in school.”

7.9 Mass Update Student

The Mass Update Student page allows you to locate attendance records corresponding to the specified search criteria. You may also modify, add or delete attendance records for many students at a time.

Attendance records collected from this page are considered as being specified by administrators. Therefore, teachers cannot override attendance records.

This page consists of three sections: Search Criteria, Details and List sections.

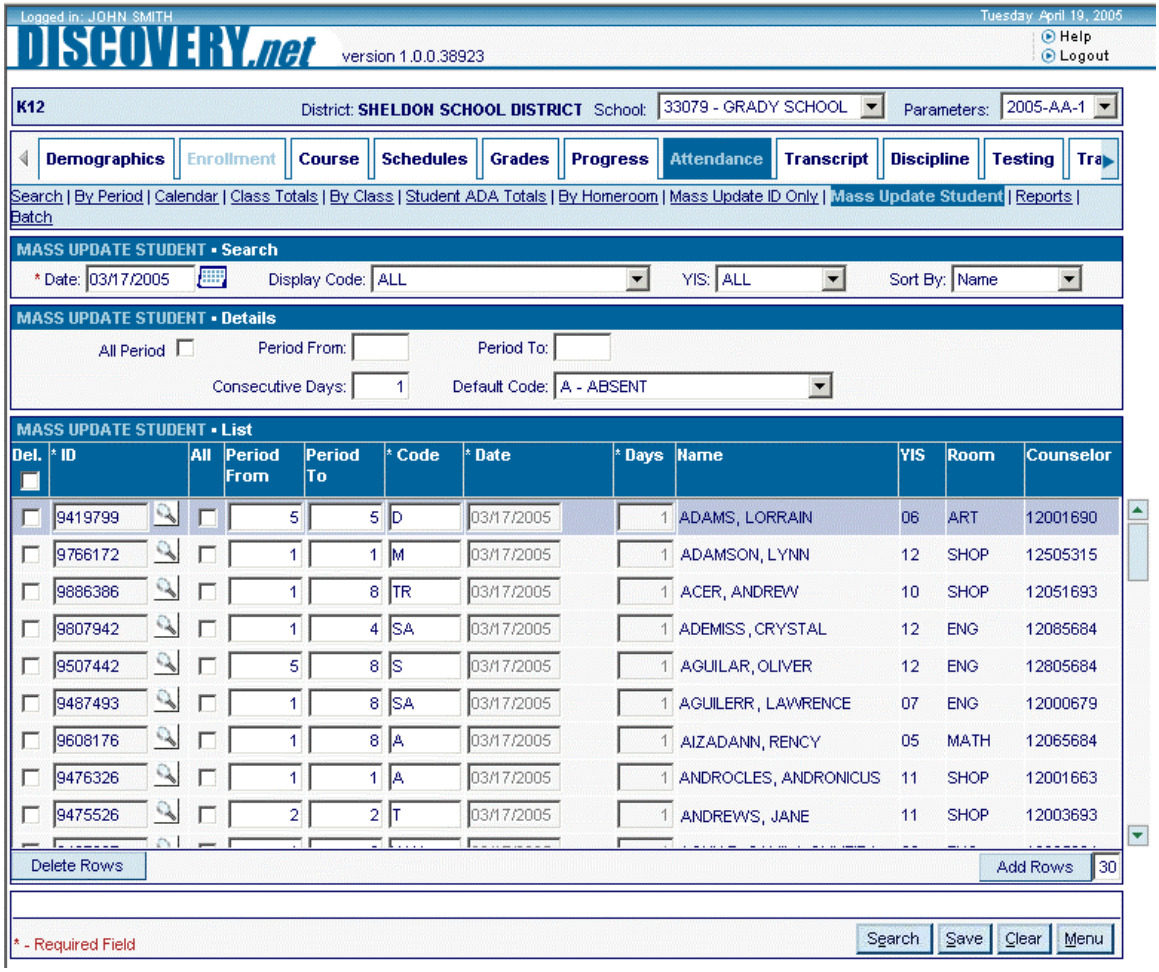

Logged in: JOHN SMITH
Tuesday April 19, 2005
DISCOVERY.net version 1.0.0.38923
Help
Logout
K12
District: SHELDON SCHOOL DISTRICT School: 33079 - GRADY SCHOOL
Parameters: 2005-AA-1
Demographics Enrollment Course Schedules Grades Progress Attendance Transcript Discipline Testing Tra
Search | By Period | Calendar | Class Totals | By Class | Student ADA Totals | By Homeroom | Mass Update ID Only | Mass Update Student | Reports | Batch
MASS UPDATE STUDENT • Search
* Date: 03/17/2005 Display Code: ALL YIS: ALL Sort By: Name
MASS UPDATE STUDENT • Details
All Period Period From: Period To:
Consecutive Days: 1 Default Code: A - ABSENT
MASS UPDATE STUDENT • List
Del. * ID All Period From Period To * Code * Date * Days Name YIS Room Counselor
9419799 5 5 D 03/17/2005 1 ADAMS, LORRAIN 06 ART 12001690
9766172 1 1 M 03/17/2005 1 ADAMSON, LYNN 12 SHOP 12505315
9886386 1 8 TR 03/17/2005 1 ACER, ANDREW 10 SHOP 12051693
9807942 1 4 SA 03/17/2005 1 ADEMISS, CRYSTAL 12 ENG 12085684
9507442 5 8 S 03/17/2005 1 AGUILAR, OLIVER 12 ENG 12805684
9487493 1 8 SA 03/17/2005 1 AGUILERR, LAWRENCE 07 ENG 12000679
9608176 1 8 A 03/17/2005 1 AIZADANN, RENCY 05 MATH 12065684
9476326 1 1 A 03/17/2005 1 ANDROCLES, ANDRONICUS 11 SHOP 12001663
9475526 2 2 T 03/17/2005 1 ANDREWS, JANE 11 SHOP 12003693
Delete Rows
Add Rows 30
* - Required Field
Search Save Clear Menu

Figure 7.9.1 Mass Update Student page

7.9.1 Search Criteria

The Search Criteria section allows you to specify criteria to locate existing attendance records.

7.9.1.1 Date

Indicates the date of the attendance records to be located. You may manually specify a date in mm/dd/yyyy format or select from the Date Picker Calendar by clicking the Calendar icon beside a date field before searching. Otherwise, the page displays “Date is required.”

7.9.1.2 Display Code

A dropdown list box that indicates the attendance code of the attendance records to be located. You may select an attendance code from the list.

7.9.1.3 YIS

A dropdown list that indicates the year in school of the students with the attendance records to be located.

7.9.1.4 Track

A dropdown list box that indicates the track of the attendance records to be located.

7.9.1.5 Sort By

A dropdown list box that indicates the order of how the records are to be sorted. Options are 'Counselor', 'Homeroom', 'Student ID', 'Student Name', or 'YIS.'

7.9.2 Details

The Details section allows you to indicate the attendance information to be used for the attendance records to be added.

You may specify the default attendance record data such as periods, consecutive days and attendance code, then click [ADD ROWS] to populate the added rows with the specified attendance record information.

7.9.2.1 All Periods

A checkbox that indicates whether the attendance records to be added are for all the periods or not.

7.9.2.2 Period From

Indicates the start of the period of the attendance records to be added. This field is unavailable if All Periods is selected.

7.9.2.3 Period To

Indicates the end of the period of the attendance records to be added. This field is unavailable if All Periods is selected.

7.9.2.4 Consecutive Days

Indicates the number of consecutive days of the attendance records to be added.

7.9.2.5 Default Code

A dropdown list box that indicates the attendance code of the attendance records to be added. You may select one of the attendance codes from the list.

7.9.3 List

The List section allows you to view, add, modify and delete student attendance records.

7.9.3.1 Del.

A checkbox that indicates whether the attendance record is marked for deletion or not. You may mark all records for deletion by selecting the Del. column header checkbox. To mark a specific record, select the Del. checkbox beside the record to be deleted.

7.9.3.2 Student ID

Indicates the unique identification number assigned to the student. You may manually specify a student ID or select from the Student Search window by clicking the spyglass icon beside the field. (Please see Lookup Window, Chapter 26 for details on Student Search window.) You must specify or select a student ID before saving. Otherwise, the page displays “Student ID is required.”

7.9.3.3 All

A checkbox that indicates whether the attendance records to be added are for all the periods or not.

7.9.3.4 Period From

Indicates the start period of the attendance record. This field is unavailable if All is selected. If All is not selected, you must specify period from before saving. Otherwise, the page displays “Period From is required.”

7.9.3.5 Period To

Indicates the end period of the attendance record. This field is unavailable if All is selected. If All is not selected, you must specify period to before saving. Otherwise, the page displays “Period To is required.”

7.9.3.6 Code

Indicates the attendance code. You must specify the attendance code before saving. Otherwise, the page displays “Code is required.”

7.9.3.7 Date

Indicates the date of the attendance records to be located. You may manually specify a date in mm/dd/yyyy format or select from the Date Picker Calendar by clicking the Calendar icon beside the date field. You must specify a date before saving. Otherwise, the page displays “Date is required.”

7.9.3.8 Days

Indicates the number of consecutive days of the attendance records to be added. You must specify the number of consecutive days before saving. Otherwise, the page displays “Days is required.”

7.9.3.9 Student Name

Indicates the name of the student. Student Name is displayed when you select a student from Student Search window or upon saving, when you manually specify the student ID.

7.9.3.10 YIS

Indicates the year in school of the student. YIS is displayed when you select a student from Student Search window or upon saving, when you manually specify the student ID.

7.9.3.11 Hmrm.

Indicates the homeroom assigned to the student. Hmrm. is displayed when you select a student from Student Search window or upon saving, when you manually specify the student ID.

7.9.3.12 Counselor

Indicates the name of the counselor of the student. Counselor is displayed when you select a student from Student Search window or upon saving, when you manually specify the student ID.

7.9.4 Search

Click [SEARCH] to locate attendance records that matched the criteria specified.

Clicking [SEARCH] also performs the following validations:

- Date must be within the start and end date of the school year. Otherwise, the page displays ”Date cannot be prior to <school year start date> and later than <school year end date>.

- Date must be a valid attendance date. Otherwise, the page displays “Date <date> is not a valid Attendance Date.”

7.9.5 Save

Click [SAVE] to add attendance records or post modifications made on existing attendance records into the database.

Clicking [SAVE] also performs the following validations:

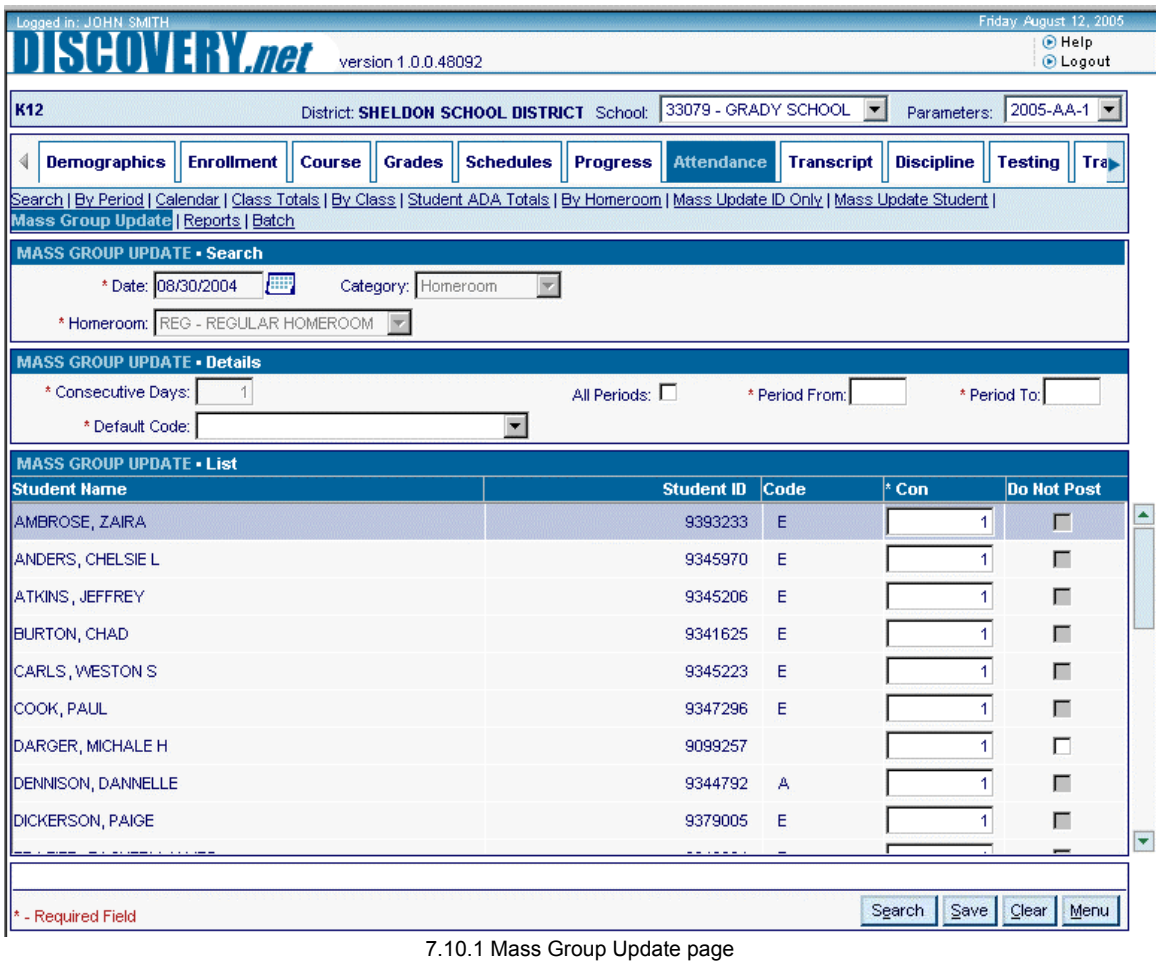
- Student must be enrolled in the sign-on school. Otherwise, the page displays “Student ID <student ID> is not enrolled in school.”
- All checkbox must be selected or Period From and Period To must be specified. Otherwise, the page displays “Period is required.”
- Period From must be greater than or equal the lowest period of the logon school and year. Otherwise, the page displays “Period From cannot be less than <low period of school>.”
- Period To must be less than or equal the highest period of the logon school and year. Otherwise, the page displays “Period To cannot be greater than <high period of school>.”
- Period From must be less than Period To. Otherwise, the page displays “Period To cannot be less than Period From.”
- Code must be a valid attendance code. Otherwise, the page displays “Code <code> does not exist.”
- Days must be greater than zero. Otherwise, the page displays “Days must be greater than zero.”
- Days must not be greater than the number of attendance days left for the school year. Otherwise, the page displays “Days cannot be greater than <no. of days left for the school year>.”

7.10 Mass Group Update

The Mass Group Update page allows you to view and add attendance records to students belonging to a selected group. This page is used to add attendance record for many students at one time with the same periods and attendance code.

Attendance records collected from this page are considered as being specified by administrators. Therefore, teachers cannot override attendance records.

This page consists of three sections: Search Criteria, Details and List sections.


Logged in: JOHN SMITH
Friday August 12, 2005
DISCOVERY.net version 1.0.0.48092
Help
Logout
K12
District: SHELDON SCHOOL DISTRICT School: 33079 - GRADY SCHOOL
Parameters: 2005-AA-1
Demographics Enrollment Course Grades Schedules Progress Attendance Transcript Discipline Testing Tra
Search | By Period | Calendar | Class Totals | By Class | Student ADA Totals | By Homeroom | Mass Update ID Only | Mass Update Student | Mass Group Update | Reports | Batch
MASS GROUP UPDATE • Search
* Date: 08/30/2004
Category: Homeroom
* Homeroom: REG - REGULAR HOMEROOM
MASS GROUP UPDATE • Details
* Consecutive Days: 1
All Periods:
* Period From:
* Period To:
* Default Code:
MASS GROUP UPDATE • List
Student Name | Student ID | Code | * Con | Do Not Post
AMBROSE, ZAIRA 9393233 E 1
ANDERS, CHELSIE L 9345970 E 1
ATKINS, JEFFREY 9345206 E 1
BURTON, CHAD 9341625 E 1
CARLS, WESTON S 9345223 E 1
COOK, PAUL 9347296 E 1
DARGER, MICHALE H 9099257 1
DENNISON, DANNELLE 9344792 A 1
DICKERSON, PAIGE 9379005 E 1
* - Required Field
Search Save Clear Menu

7.10.1 Mass Group Update page

7.10.1 Search Criteria

The Search Criteria section allows you to specify criteria to locate existing student records.

7.10.1.1 Date

Indicates the date of the attendance records to be located. You may manually specify a date in mm/dd/yyyy format or select from the Date Picker Calendar by clicking the Calendar icon beside the date field. You must specify date before searching. Otherwise, the page displays “Date is required.”

7.10.1.2 Category

A dropdown list box that indicates the category by which you want to locate the student attendance records. Options are: ‘Activity Code’, ‘Course Section’, ‘Homeroom’ and ‘YIS’,

7.10.1.3 Activity Code

A dropdown list box that indicates the activity code in which the students to be located are involved in. This field is only available when option selected from Category is 'Activity Code'. You must select an activity code before searching. Otherwise, the page displays "Activity Code is required."

7.10.1.4 Course ID

Indicates the course ID of the class in which the students to be located are enrolled in. This field is only available when option selected from Category is 'Course Section'. You must specify a course ID before searching. Otherwise, the page displays "Course ID is required."

7.10.1.5 Section ID

Indicates the section ID of the class in which students to be located are enrolled in. This field is only available when option selected from Category is 'Course Section'. You must specify a section ID before searching. Otherwise, the page displays "Section ID is required."

7.10.1.6 Homeroom

A dropdown list box that indicates the homeroom assigned to the students to be located. This field is only available when option selected from Category is 'Homeroom'. You must select a homeroom before searching. Otherwise, the page displays "Homeroom is required."

7.10.1.7 YIS

A dropdown list box that indicates the year in school of the students to be located. This field is only available when option selected from Category is 'YIS'. You must select a YIS before searching. Otherwise, the page displays "YIS is required."

7.10.2 Details

The Details section allows you to indicate the attendance information to be used for the attendance records to be added.

7.10.2.1 Consecutive Days

Indicates the number of consecutive days of the attendance records to be added. This field is available upon search, which gives you the opportunity to change the default entry. However, once you have accessed other fields, this field becomes unavailable. You must specify Consecutive Days before moving on to another field. Otherwise, the page displays "Consecutive Days is required."

7.10.2.2 All Periods

A checkbox that indicates whether the attendance code selected is for all the periods or not.

7.10.2.3 Period From

Indicates the start period of the attendance records to be added. This field is unavailable if All Periods is selected. If All Periods is not selected, you must specify period from before saving. Otherwise, the page displays "Period From is required."

7.10.2.4 Period To

Indicates the end period of the attendance records to be added. This field is unavailable if All Periods is selected. If All Periods is not selected, you must specify period from before saving. Otherwise, the page displays "Period To is required."

7.10.2.5 Default Code

A dropdown list box that indicates the attendance code of the attendance records to be added. You must select an attendance code before saving. Otherwise, the page displays "Default Code is required."

7.10.3 List

The List section allows you to view or add attendance records.

7.10.3.1 Student Name

Indicates the name of the student.

7.10.3.2 Student ID

Indicates the unique identification number assigned to the student.

7.10.3.3 Code

Indicates the attendance code of the attendance records. Code is only displayed if the student already has an attendance record for the specified date.

7.10.3.4 Con

Indicates the number of consecutive days of the attendance record to be added. Con is the same as the specified Consecutive Days in the Details section, but you may also modify Con for each student. You must specify the number of consecutive days before saving if Do Not Post checkbox is not selected. Otherwise, the page displays "Consecutive Days is required."

7.10.3.5 Do Not Post

A checkbox that indicates whether an attendance record is to be added for the student or not. If the student already has an attendance record for the specified date, Do Not Post checkbox is unavailable.

7.10.4 Search

Click [SEARCH] to locate student records and attendance records that matched the criteria specified.

Clicking [SEARCH] also performs the following validations:

- Date must be within the start and end date range of the logon term. Otherwise, the page displays "Date cannot be prior to <term start date> or later than <term end date>."
- Date must be a valid attendance date. Otherwise, the page displays Date <date> is not a valid Attendance Date.

7.10.5 Save

Click [SAVE] to add attendance records into the database.

Clicking [SAVE] also performs the following validations:

- Period From must be greater than or equal to the lowest period of the logon school. Otherwise, the page displays "Period From cannot be less than <low period of school>."
- Period To must be less than or equal to the highest period of the logon school. Otherwise, the page displays "Period To cannot be greater than <high period of school>."
- Period From must be less than Period To. Otherwise, the page displays "Period To cannot be less than Period From."

- Days cannot be less than one. Otherwise, the page displays "Consecutive Days cannot be less than 1."
- Days must be equal to or less than the number of attendance days left for the school year. Otherwise, the page displays "Consecutive Days cannot be greater than <no. of days left for the school year>."

7.11 Reports

The Reports page lists all Attendance-related report. Click the [REPORT CODE] link to open the Report Criteria page of the report you want to generate.

There are thirteen Attendance reports:

- Attendance Details
- Attendance Tracking by Course
- Average Daily Attendance
- Daily Attendance
- Excused Absence
- Monthly Attendance
- Perfect Attendance
- Student Attendance Totals
- Teacher Admit (by Administrator)
- Teacher Admit (by Teacher)
- Teacher Attendance Tracking By Homeroom
- Unaccounted Absence
- Unexcused Absence

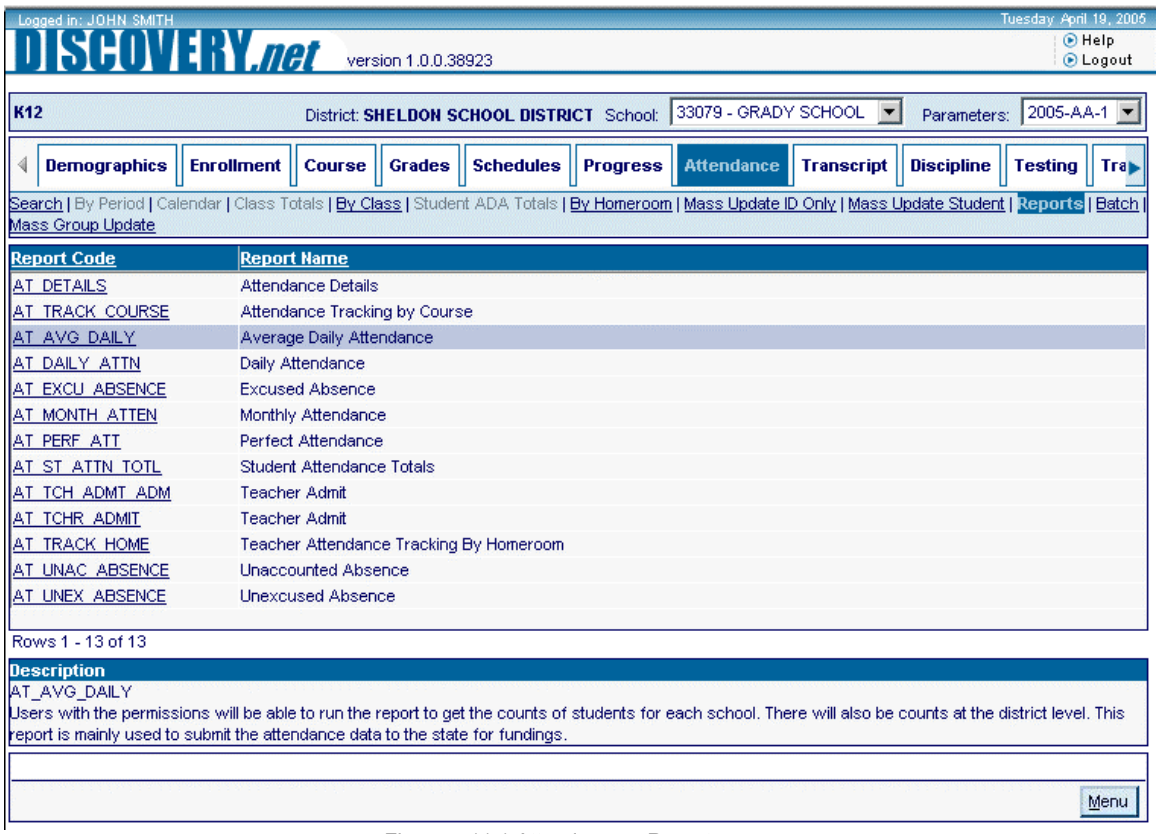


Figure 7.11.1 Attendance – Reports page

7.11.1 Attendance Details

The Attendance Details report allows you to generate a listing of all the student attendance records for the specified start and end attendance dates. Only the students enrolled for the school year of the selected school may be included in the report.

7.11.1.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes start and end dates, school, YIS, district of residency and attendance category.

You must specify attendance date range to be included in the report. You must also select at least one school and YIS to generate the report. You may also select district of residency and attendance category to further filter the attendance records to be included in the report. You may also choose to include students that do not have attendance records in the report.

Records that matched the criteria specified may be grouped by 'YIS' or 'Alpha'.

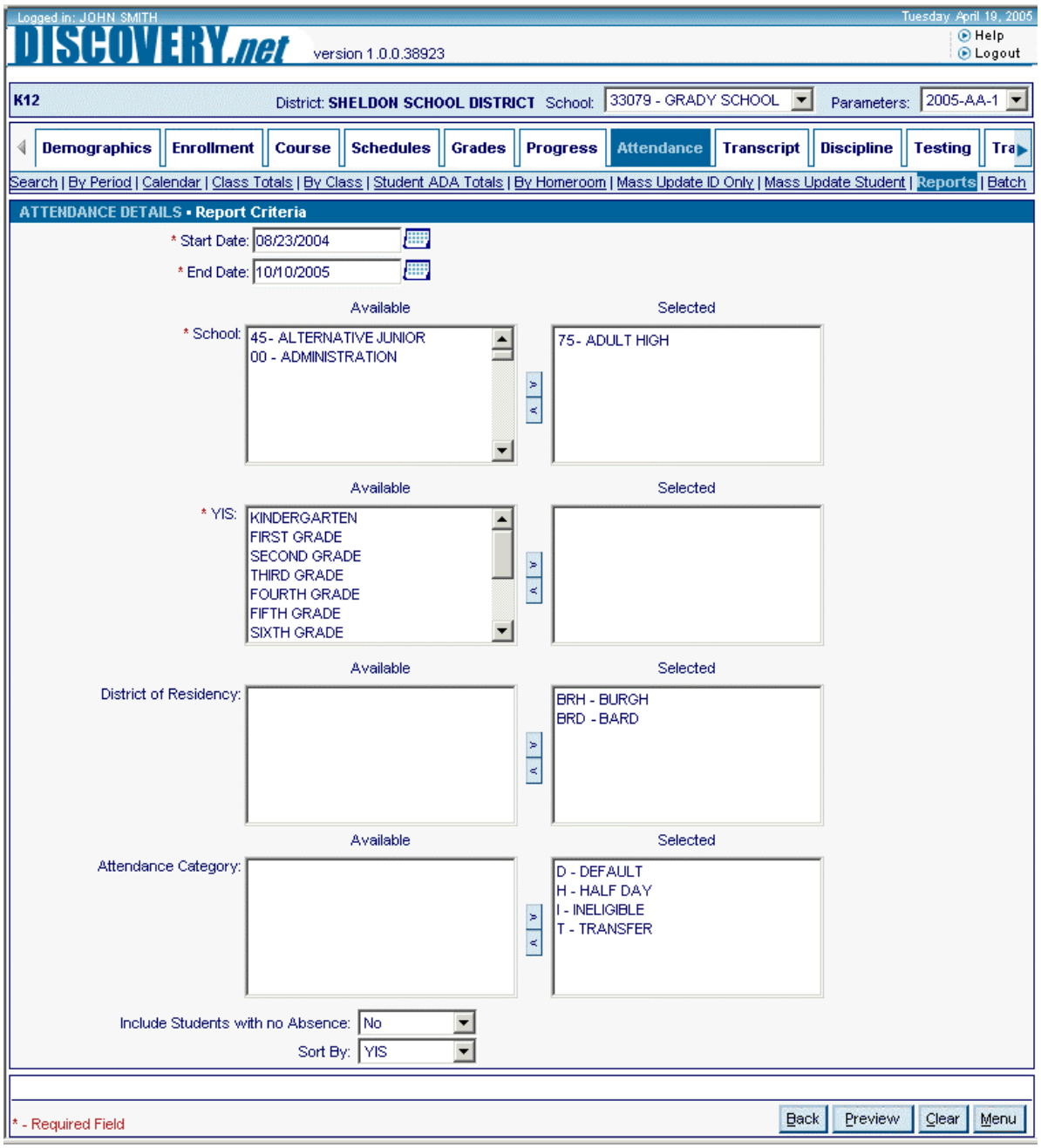
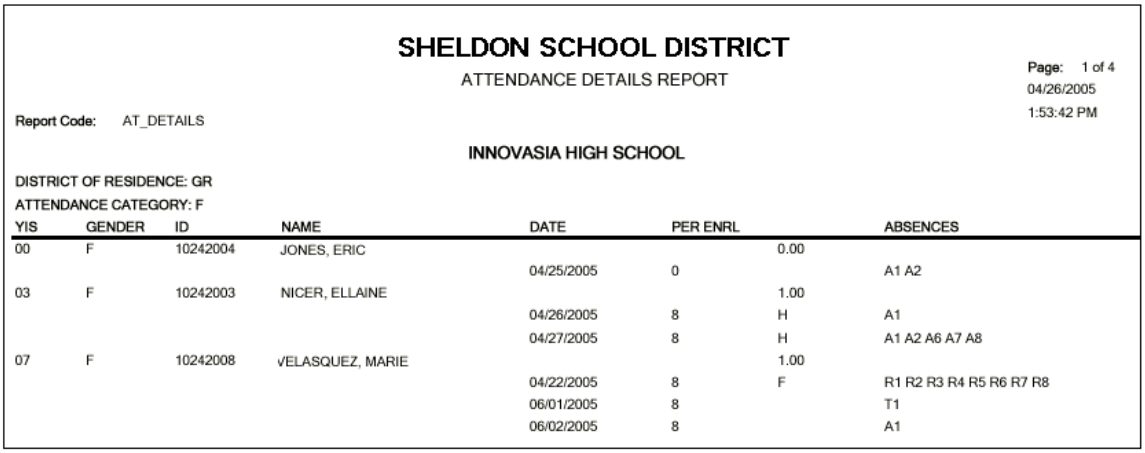


Figure 7.11.1.1.1 Attendance Details Report Criteria page

7.11.1.2 Report Output

The Attendance Details report details the student attendance record information corresponding to the specified report criteria. The report header displays the school name, district of residence and attendance category. The report details the YIS, gender, student ID, and student name, attendance date the student is absent, number of periods the student is enrolled in, the total number of attendance record considered in the ADA (Average Daily Attendance) parameter of the school and 'F' for full day, if the student is absent for the whole day or 'H' for half day if the student is absent for half a day. The attendance codes and the corresponding period the student was absent is also displayed.



SHELDON SCHOOL DISTRICT

ATTENDANCE DETAILS REPORT

Page: 1 of 4
04/26/2005
1:53:42 PM

Report Code: AT_DETAILS

INNOVASIA HIGH SCHOOL

DISTRICT OF RESIDENCE: GR
ATTENDANCE CATEGORY: F

YIS	GENDER	ID	NAME	DATE	PER ENRL		ABSENCES
00	F	10242004	JONES, ERIC			0.00	
				04/25/2005	0		A1 A2
03	F	10242003	NICER, ELLAINE			1.00	
				04/26/2005	8	H	A1
				04/27/2005	8	H	A1 A2 A6 A7 A8
07	F	10242008	VELASQUEZ, MARIE			1.00	
				04/22/2005	8	F	R1 R2 R3 R4 R5 R6 R7 R8
				06/01/2005	8		T1
				06/02/2005	8		A1

Figure 7.11.1.2.1 Attendance Details Report

7.11.2 Attendance Tracking By Course

The Attendance Tracking by Course report allows you to generate a listing of all the teachers assigned to all course-sections for the term who posted student attendance records from the classroom.

7.11.2.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes attendance start and end dates.

You must specify start and end attendance dates to generate the report. You may opt to include course-section teachers who have posted, not posted or both student attendance records for their respective course-sections from the classroom.

Records that matched the criteria specified may be sorted by any of the following: 'Teacher Name', 'Period or 'Posted/Non-Posted'. You may also opt to include all Periods by selecting 'All' or specify the period range.

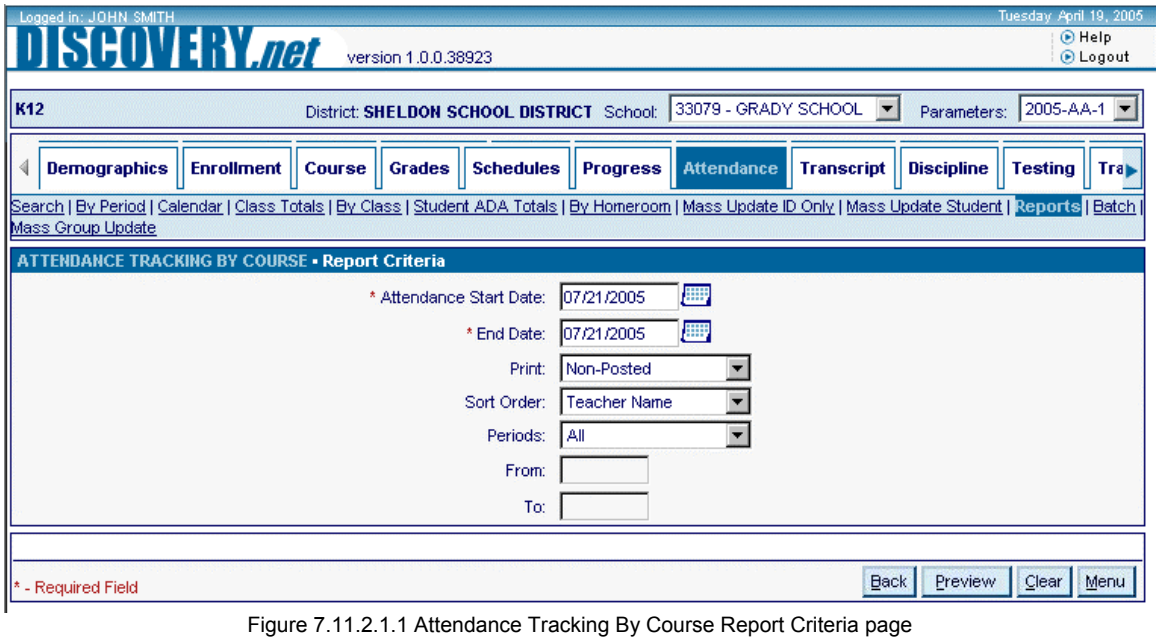


Figure 7.11.2.1.1 Attendance Tracking By Course Report Criteria page

7.11.2.2 Report Output

The Attendance Tracking by Course report details the course-section teacher information within the specified attendance date range. The report header displays the attendance date. The report details the course ID, section ID, course title, duration of the course-section by period, teacher ID, teacher name, whether the teacher posted or not posted student attendance records from the classroom and user name of the one who posted the student attendance records.

GRADY SCHOOL

Page: 6 of 50
07/21/2005
1:19:58 PM

TEACHER ATTENDANCE TRACKING BY COURSE

Report Code: AT_TRACK_COURSE

ATTENDANCE DATE: 08/23/2004

COURSE ID	SEC.	TITLE	PERIODS	TEACHER ID	TEACHER NAME	POSTED	USER NAME
031100	1	FRENCH 1	3 - 3	12016489	TENSEN, CHRIS	NO	
068914	39	TEACHER AIDE	3 - 3	12016489	TENSEN, CHRIS	NO	
019960	1	THEATRE 2	4 - 4	12016489	TENSEN, CHRIS	NO	
019970	1	THEATRE 3	4 - 4	12016489	TENSEN, CHRIS	NO	
068914	40	TEACHER AIDE	4 - 4	12016489	TENSEN, CHRIS	NO	
039001	10	WORK EXPERIENCE	0 - 0	12002048	CHURCH, AIDAN PRINCE	NO	
036320	4	ENGLISH 2	1 - 1	12002048	CHURCH, AIDAN PRINCE	NO	
039001	1	WORK EXPERIENCE	1 - 1	12002048	CHURCH, AIDAN PRINCE	NO	
068912	49	TEACHER AIDE	1 - 1	12002048	CHURCH, AIDAN PRINCE	NO	
035000	9	DIRECTED STUDY 1	2 - 2	12002048	CHURCH, AIDAN PRINCE	NO	
039001	2	WORK EXPERIENCE 1	2 - 2	12002048	CHURCH, AIDAN PRINCE	NO	
068912	50	TEACHER AIDE	2 - 2	12002048	CHURCH, AIDAN PRINCE	NO	
038500	1	WORLD STUDIES	3 - 3	12002048	CHURCH, AIDAN PRINCE	NO	
039001	3	WORK EXPERIENCE 1	3 - 3	12002048	CHURCH, AIDAN PRINCE	NO	
068912	51	TEACHER AIDE	3 - 3	12002048	CHURCH, AIDAN PRINCE	NO	
036320	5	ENGLISH 2	4 - 4	12002048	CHURCH, AIDAN PRINCE	NO	
039001	4	WORK EXPERIENCE 1-2	4 - 4	12002048	CHURCH, AIDAN PRINCE	NO	
068912	52	TEACHER AIDE	4 - 4	12002048	CHURCH, AIDAN PRINCE	NO	
068915	65	TEACHER AIDE	1 - 1	12016599	CLARKE, DIANNE	NO	
088100	1	AUTO MECHANICS 1	1 - 1	12016599	CLARKE, DIANNE	NO	
068915	66	TEACHER AIDE	2 - 2	12016599	CLARKE, DIANNE	NO	
088100	2	AUTO MECHANICS 1	2 - 2	12016599	CLARKE, DIANNE	NO	
088100	22	AUTO MECHANICS 1	2 - 2	12016599	CLARKE, DIANNE	NO	
068915	67	TEACHER AIDE	3 - 3	12016599	CLARKE, DIANNE	NO	
068915	68	TEACHER AIDE	4 - 4	12016599	CLARKE, DIANNE	NO	
088100	3	AUTO MECHANICS 1	4 - 4	12016599	CLARKE, DIANNE	NO	
041130	1	ENGLISH 5-6 FUNDAMENTALS	1 - 1	12017159	MARBIN, ANNE	NO	
068904	49	TEACHER AIDE	1 - 1	12017159	MARBIN, ANNE	NO	
041140	6	ENGLISH 5-6	2 - 2	12017159	MARBIN, ANNE	NO	
041140	26	ENGLISH 5-6	2 - 2	12017159	MARBIN, ANNE	NO	
068904	50	TEACHER AIDE	2 - 2	12017159	MARBIN, ANNE	NO	
041140	25	ENGLISH 5	3 - 3	12017159	MARBIN, ANNE	NO	

Figure 7.11.2.2.1 Teacher Attendance Tracking By Course Report

7.11.3 Average Daily Attendance

The Average Daily Attendance report allows you to generate a listing of the student count for each selected school as well as for the whole district.

7.11.3.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes school, term code, start and end dates, district of residence and attendance category.

You must select at least one school, district of residence and attendance category from the multi-select boxes to generate the report. You must also specify date range of the attendance dates to be included in the report. You may select the term code to filter the attendance records included in the report. Records that matched the criteria specified are be grouped by school.

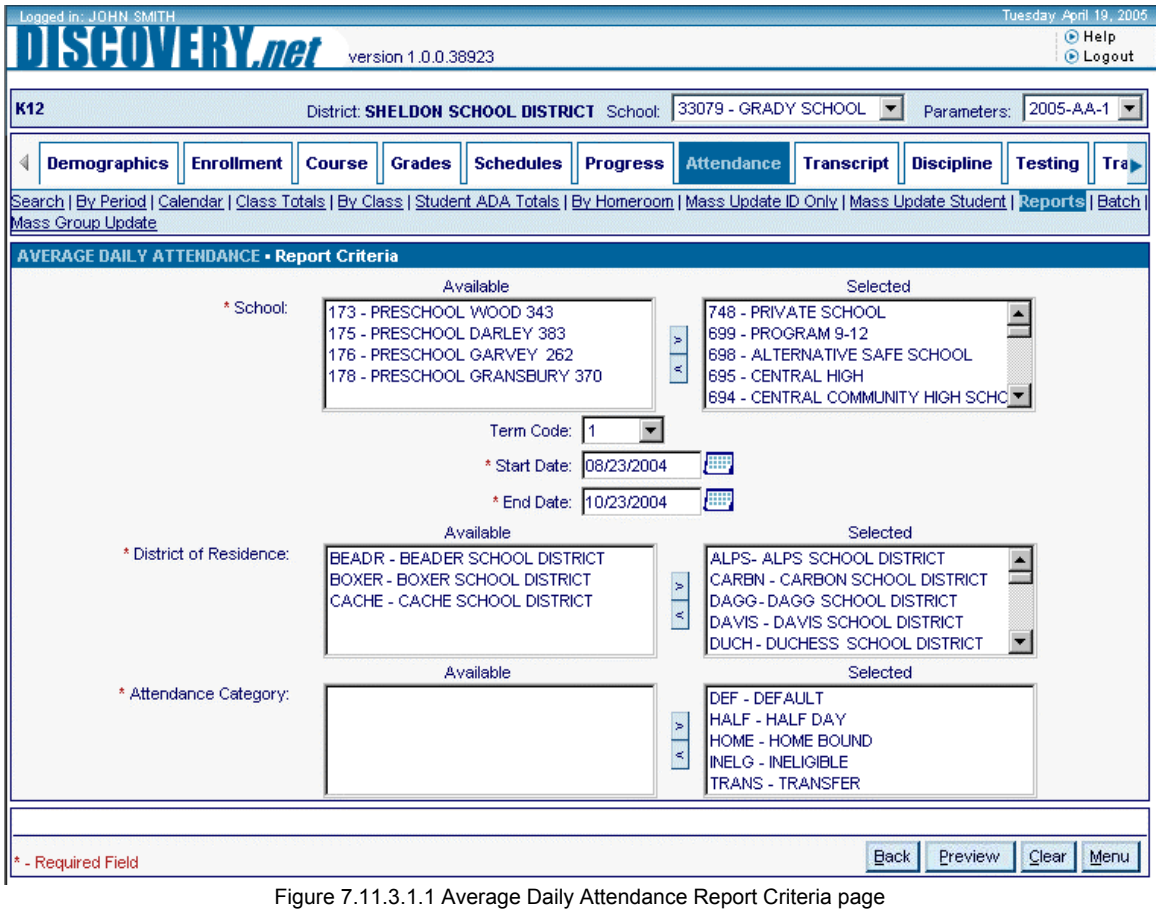

Logged in: JOHN SMITH
Tuesday April 19, 2005
DISCOVERY.net version 1.0.0.38923
Help
Logout
K12
District: SHELDON SCHOOL DISTRICT School: 33079 - GRADY SCHOOL
Parameters: 2005-AA-1
Demographics Enrollment Course Grades Schedules Progress Attendance Transcript Discipline Testing
Search | By Period | Calendar | Class Totals | By Class | Student ADA Totals | By Homeroom | Mass Update ID Only | Mass Update Student | Reports | Batch | Mass Group Update
AVERAGE DAILY ATTENDANCE • Report Criteria
* School:
Available
173 - PRESCHOOL WOOD 343
175 - PRESCHOOL DARLEY 383
176 - PRESCHOOL GARVEY 262
178 - PRESCHOOL GRANSBURY 370
Selected
748 - PRIVATE SCHOOL
699 - PROGRAM 9-12
698 - ALTERNATIVE SAFE SCHOOL
695 - CENTRAL HIGH
694 - CENTRAL COMMUNITY HIGH SCHC
Term Code: 1
* Start Date: 08/23/2004
* End Date: 10/23/2004
* District of Residence:
Available
BEADR - BEADER SCHOOL DISTRICT
BOXER - BOXER SCHOOL DISTRICT
CACHE - CACHE SCHOOL DISTRICT
Selected
ALPS- ALPS SCHOOL DISTRICT
CARBN - CARBON SCHOOL DISTRICT
DAGG - DAGG SCHOOL DISTRICT
DAVIS - DAVIS SCHOOL DISTRICT
DUCH - DUCHESS SCHOOL DISTRICT
* Attendance Category:
Available
Selected
DEF - DEFAULT
HALF - HALF DAY
HOME - HOME BOUND
INELG - INELIGIBLE
TRANS - TRANSFER
* - Required Field
Back Preview Clear Menu

Figure 7.11.3.1.1 Average Daily Attendance Report Criteria page

7.11.3.2 Report Output

The Average Daily Attendance details the student count for each selected school as well as school-wide and district-wide summaries.

The report consists of sections pages: School Details, School Summary and District Summary.

a. School Details

The School Details section displays the student count for each of the selected school. The pages header displays the school name, month range, date range specified, district of residence and attendance category. This section details the attendance date, daily enrollment or the number of students who enrolled for the day, absent whole-day or the number of students absent for the day, absent for half-day or the number of students present for the day.

The Attendance records that matched the criteria are grouped by district of residence and then by attendance category and sorted by date.

SHELDON SCHOOL DISTRICT

Page: 33 of 49

AVERAGE DAILY ATTENDANCE REPORT

07/21/2005

Report Code: AT_AVG_DAILY

1:51:06 PM

SCHOOL NAME: CENTRAL HIGH MONTH: Aug 2004 / Oct 2004

Aug 23 2004 To Oct 23 2004

DISTRICTS OF RESIDENCY: ALPIN, CARBN, DAGGT, DAVIS, DUCHN, EMERY,

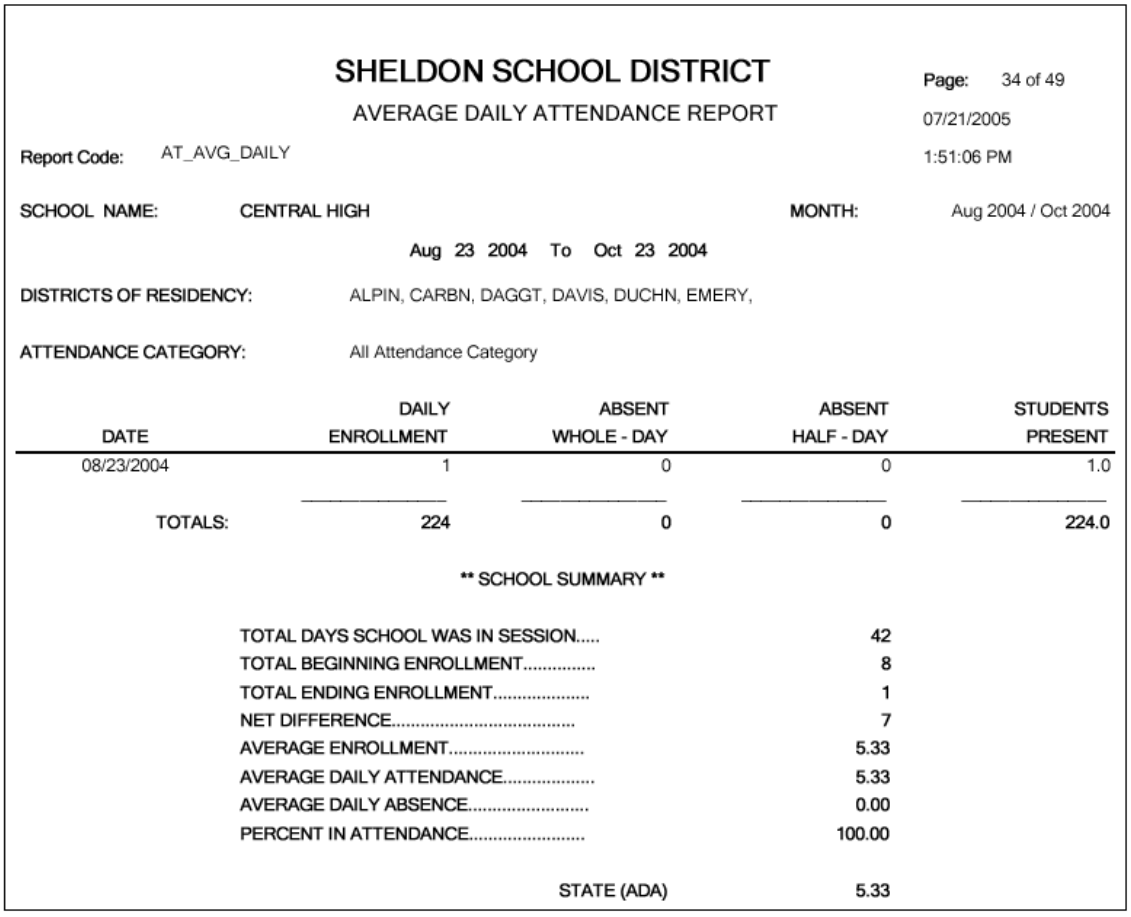
ATTENDANCE CATEGORY: All Attendance Category

DATE	DAILY ENROLLMENT	ABSENT WHOLE - DAY	ABSENT HALF - DAY	STUDENTS PRESENT
10/06/2004	8	0	0	8.0
09/13/2004	2	0	0	2.0
10/07/2004	9	0	0	9.0
10/05/2004	8	0	0	8.0
09/10/2004	2	0	0	2.0
10/04/2004	8	0	0	8.0
09/09/2004	2	0	0	2.0
09/07/2004	2	0	0	2.0
09/08/2004	2	0	0	2.0
09/15/2004	3	0	0	3.0
09/21/2004	3	0	0	3.0
09/20/2004	2	0	0	2.0
09/17/2004	2	0	0	2.0
09/14/2004	3	0	0	3.0
09/16/2004	3	0	0	3.0
08/31/2004	2	0	0	2.0
09/24/2004	3	0	0	3.0
10/18/2004	9	0	0	9.0
09/01/2004	2	0	0	2.0
10/19/2004	11	0	0	11.0
08/30/2004	2	0	0	2.0
09/23/2004	3	0	0	3.0
09/22/2004	3	0	0	3.0
09/27/2004	7	0	0	7.0
10/21/2004	11	0	0	11.0
10/20/2004	11	0	0	11.0
10/22/2004	13	0	0	13.0
09/02/2004	2	0	0	2.0
09/29/2004	8	0	0	8.0
09/28/2004	8	0	0	8.0
09/30/2004	8	0	0	8.0
10/12/2004	9	0	0	9.0
08/26/2004	2	0	0	2.0
08/25/2004	2	0	0	2.0
08/27/2004	2	0	0	2.0
10/15/2004	9	0	0	9.0
10/08/2004	9	0	0	9.0
10/14/2004	9	0	0	9.0
10/13/2004	9	0	0	9.0
08/24/2004	1	0	0	1.0
10/11/2004	9	0	0	9.0

Figure 7.11.3.2.1 Average Daily Attendance Report – School Details

b. School Summary

The School Summary section displays the summary of the attendance records of the students for each selected school. This section details the attendance information which includes the following; total number of days the school was in session, total number of students during the beginning of enrollment, total number of students during the end of enrollment, the net difference of the number of students between beginning and end of enrollment, average number of students enrolled, average daily attendance of students, average daily absence of the students, percentage in attendance and the state average daily attendance (ADA).



SHELDON SCHOOL DISTRICT

Page: 34 of 49

AVERAGE DAILY ATTENDANCE REPORT

07/21/2005

Report Code: AT_AVG_DAILY

1:51:06 PM

SCHOOL NAME: CENTRAL HIGH MONTH: Aug 2004 / Oct 2004

Aug 23 2004 To Oct 23 2004

DISTRICTS OF RESIDENCY: ALPIN, CARBN, DAGGT, DAVIS, DUCHN, EMERY,

ATTENDANCE CATEGORY: All Attendance Category

DATE	DAILY ENROLLMENT	ABSENT WHOLE - DAY	ABSENT HALF - DAY	STUDENTS PRESENT
08/23/2004	1	0	0	1.0
TOTALS:	224	0	0	224.0

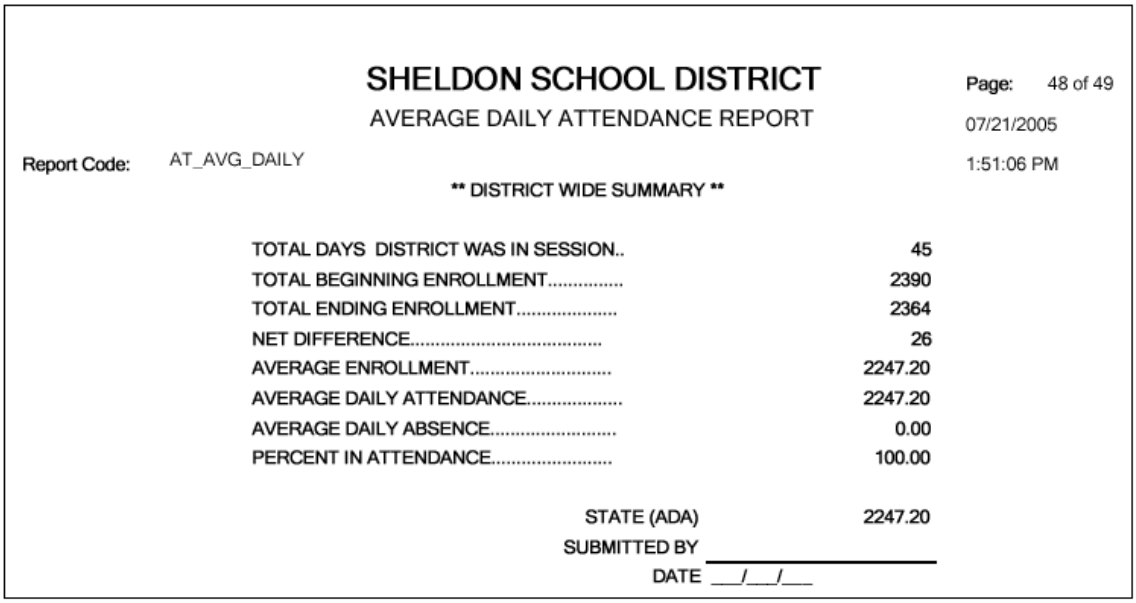
** SCHOOL SUMMARY **

TOTAL DAYS SCHOOL WAS IN SESSION.....	42
TOTAL BEGINNING ENROLLMENT.....	8
TOTAL ENDING ENROLLMENT.....	1
NET DIFFERENCE.....	7
AVERAGE ENROLLMENT.....	5.33
AVERAGE DAILY ATTENDANCE.....	5.33
AVERAGE DAILY ABSENCE.....	0.00
PERCENT IN ATTENDANCE.....	100.00
STATE (ADA)	5.33

Figure 7.11.3.2.2 Average Daily Attendance Report – School Summary

c. District Summary

The District Summary section displays summary of the attendance records of the students for the whole district. This section details the attendance information which includes the following: total number of days the school was in session, total number of students during the beginning of enrollment, total number of students during the end of enrollment, the net difference of the number of students between beginning of enrollment and end of enrollment, average number of students enrolled, average daily attendance of students, average daily absence of the students, percentage in attendance and the state average daily attendance (ADA).



SHELDON SCHOOL DISTRICT

AVERAGE DAILY ATTENDANCE REPORT

Page: 48 of 49

07/21/2005

1:51:06 PM

Report Code: AT_AVG_DAILY

** DISTRICT WIDE SUMMARY **

TOTAL DAYS DISTRICT WAS IN SESSION..	45
TOTAL BEGINNING ENROLLMENT.....	2390
TOTAL ENDING ENROLLMENT.....	2364
NET DIFFERENCE.....	26
AVERAGE ENROLLMENT.....	2247.20
AVERAGE DAILY ATTENDANCE.....	2247.20
AVERAGE DAILY ABSENCE.....	0.00
PERCENT IN ATTENDANCE.....	100.00
STATE (ADA)	2247.20

SUBMITTED BY _____

DATE ___/___/___

Figure 7.11.3.2.3 Average Daily Attendance Report – District Summary

7.11.4 Daily Attendance

The Daily Attendance report allows you to generate a listing of all the student attendance records within the specified attendance date range. Only the students enrolled for the logon term may be included in the report.

7.11.4.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes attendance date, district of residence, attendance category and attendance code.

You must specify Attendance Date to generate a report. You may also select district of residence, attendance category and attendance code to be included in the report.

Records that matched the criteria specified may be sorted by ‘Homeroom’, ‘Student Name or ‘YIS’.

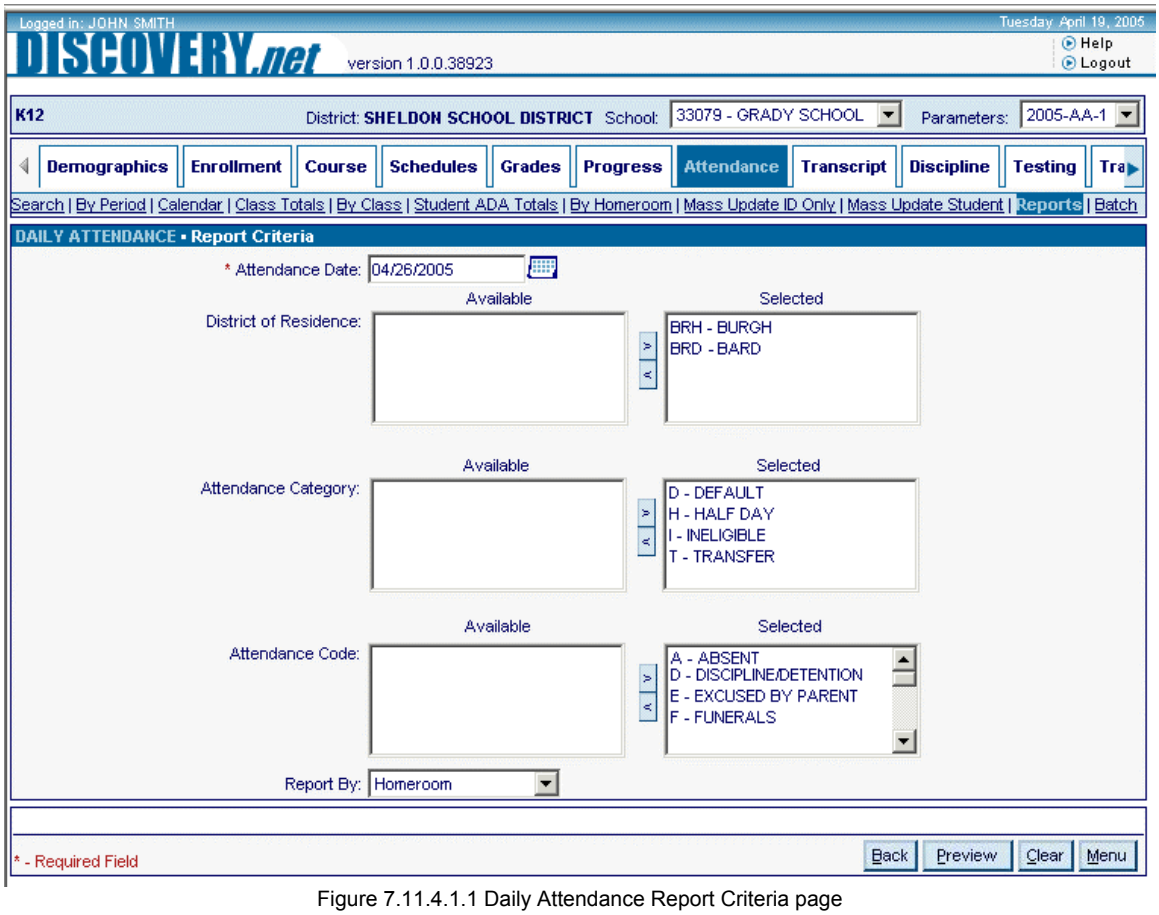
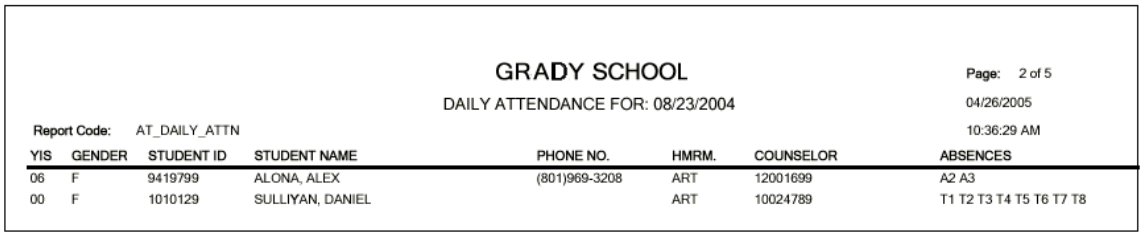


Figure 7.11.4.1.1 Daily Attendance Report Criteria page

7.11.4.2 Report Output

The Daily Attendance report details the student attendance records for the specified attendance date. The report details the YIS, gender, student ID, student name, phone number, homeroom code, counselor ID, and the Absences or the attendance code and the corresponding period the student is absent.



GRADY SCHOOL

Page: 2 of 5

DAILY ATTENDANCE FOR: 08/23/2004

04/26/2005

Report Code: AT_DAILY_ATTN

10:36:29 AM

YIS	GENDER	STUDENT ID	STUDENT NAME	PHONE NO.	HMRM.	COUNSELOR	ABSENCES
06	F	9419799	ALONA, ALEX	(801)969-3208	ART	12001699	A2 A3
00	F	1010129	SULLIYAN, DANIEL		ART	10024789	T1 T2 T3 T4 T5 T6 T7 T8

Figure 7.11.4.2.1 Daily Attendance Report

7.11.5 Excused Absence

The Excused Absence report allows you to generate a listing of all the student attendance records with excused absences with the specified attendance date range. Only the students enrolled for the logon school year may be included in the report.

7.11.5.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes attendance date range. You must specify start and end attendance dates to generate the report.

Records that matched the criteria specified may be sorted by any of the following 'Counselor', 'Student Name' or 'YIS'.

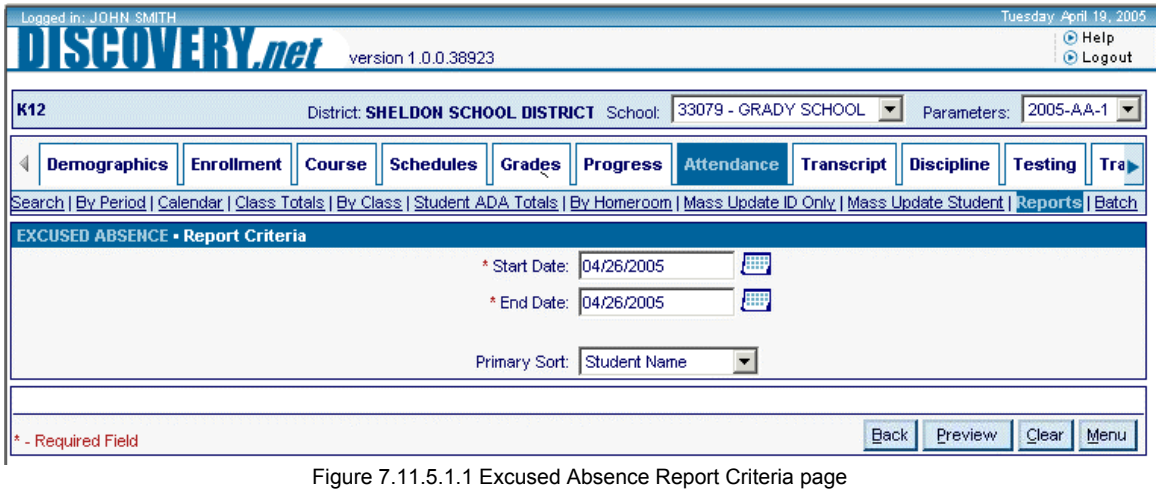
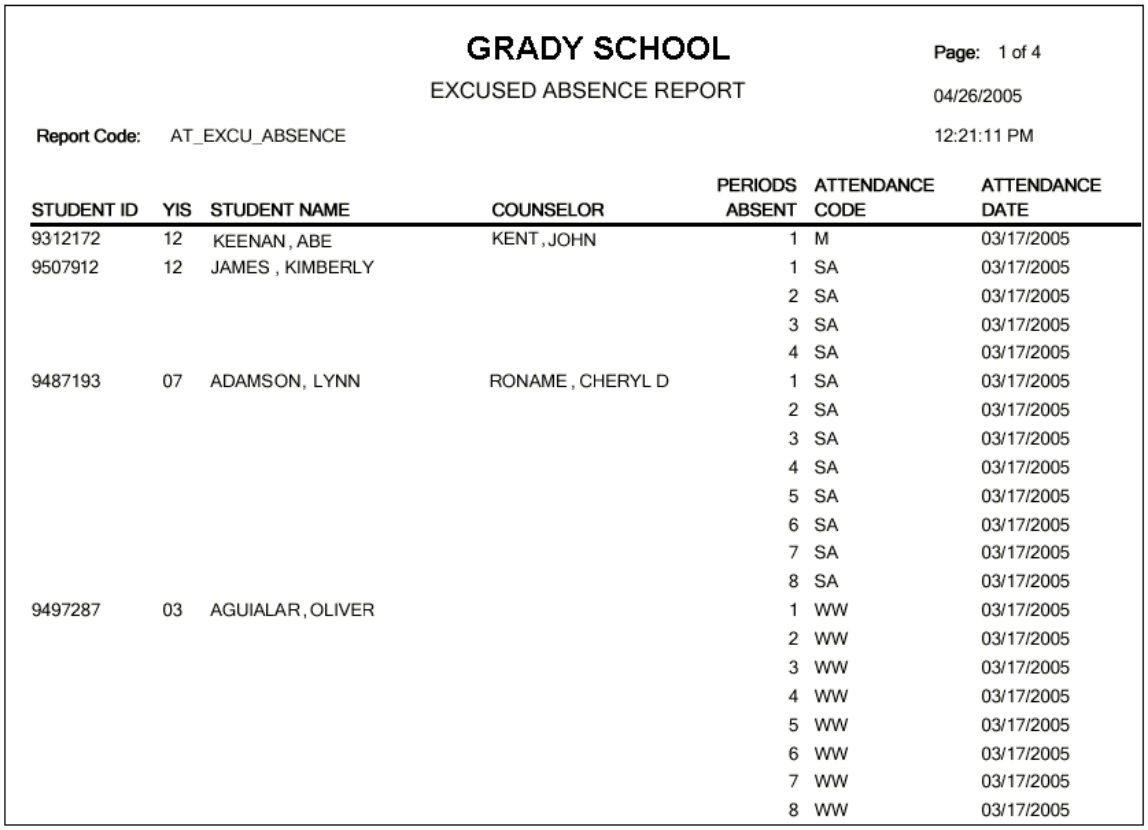


Figure 7.11.5.1.1 Excused Absence Report Criteria page

7.11.5.2 Report Output

The Excused Absence report details the excused student attendance records corresponding to the specified criteria. The report details the student ID, YIS, student name, counselor name, periods absent, attendance code and attendance date.



GRADY SCHOOL

Page: 1 of 4

EXCUSED ABSENCE REPORT

04/26/2005

Report Code: AT_EXCU_ABSENCE

12:21:11 PM

STUDENT ID	YIS	STUDENT NAME	COUNSELOR	PERIODS ABSENT	ATTENDANCE CODE	ATTENDANCE DATE
9312172	12	KEENAN, ABE	KENT, JOHN	1	M	03/17/2005
9507912	12	JAMES , KIMBERLY		1	SA	03/17/2005
				2	SA	03/17/2005
				3	SA	03/17/2005
				4	SA	03/17/2005
9487193	07	ADAMSON, LYNN	RONAME, CHERYL D	1	SA	03/17/2005
				2	SA	03/17/2005
				3	SA	03/17/2005
				4	SA	03/17/2005
				5	SA	03/17/2005
				6	SA	03/17/2005
				7	SA	03/17/2005
				8	SA	03/17/2005
9497287	03	AGUIALAR, OLIVER		1	WW	03/17/2005
				2	WW	03/17/2005
				3	WW	03/17/2005
				4	WW	03/17/2005
				5	WW	03/17/2005
				6	WW	03/17/2005
				7	WW	03/17/2005
				8	WW	03/17/2005

Figure 7.11.5.2.1 Excused Absence Report

7.11.6 Monthly Attendance

The Monthly Attendance report allows you to generate a listing of all the student attendance records as well as enrollment information for the selected school(s).

7.11.6.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes school, YIS, start and end dates, district of residence, attendance category and homeroom.

You must select at least one school, YIS, district of residence, attendance category and homeroom to generate the report. You must also specify the start end dates. You may opt to include student details.

Records that matched the criteria specified may be grouped by any of the following: ‘Attendance Category’, ‘District of Residence’, ‘YIS’, ‘Student Name’ or ‘Homeroom’.

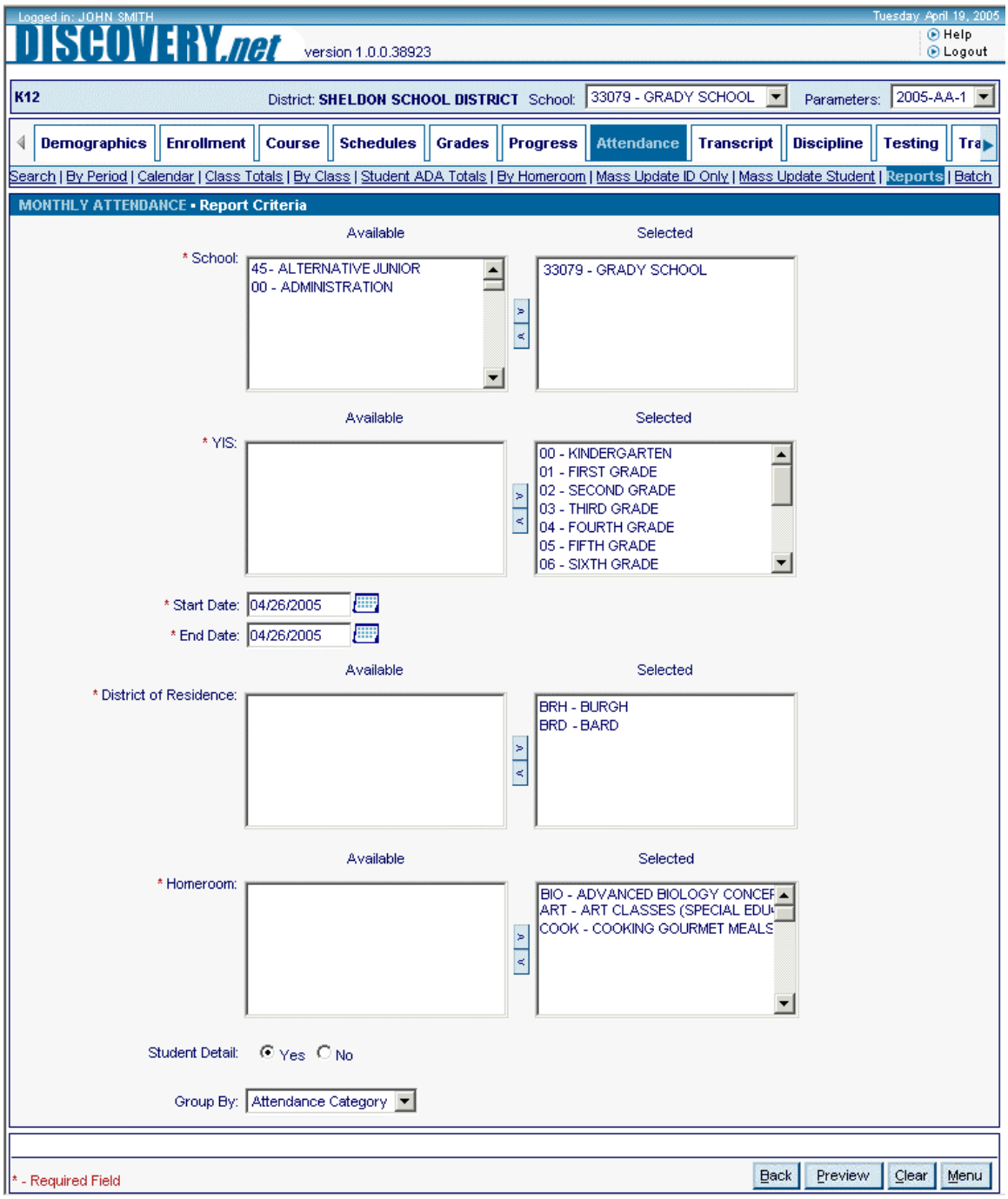


Figure 7.11.6.1.1 Monthly Attendance Report Criteria page

7.11.6.2 Report Output

The Monthly Attendance report details all the student attendance records for each selected school for the whole month.

The report consists of three sections: District-wide Summary, School Student Details and School Summary.

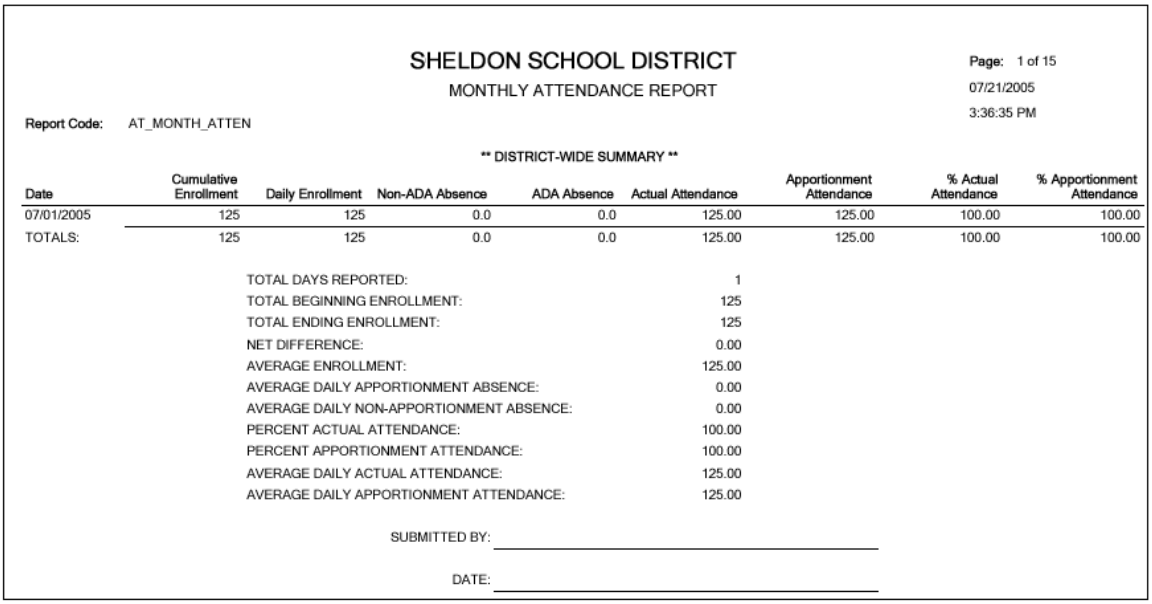
a. District-wide Summary

The District-wide Summary section displays the enrollment and attendance information for the whole district for each valid date within the specified date range.

This section details the enrollment information which includes valid calendar date, cumulative enrollment or the number of students enrolled as of the date and daily enrollment or the number of students enrolled as of the date less the released students.

The attendance information displayed are non-ADA absence or the number of students with an attendance record not considered in the ADA (Average Daily Attendance) parameter of the school, ADA absence or the number of students with an attendance record considered in the ADA parameter of the school, actual attendance or the number of attendance present, apportionment Attendance or the number of students enrolled less the number of students with an attendance record considered in the ADA parameter of the school, percentage of actual attendance, percentage of apportionment attendance and the total for each column.

The section of the report also includes the total of the District-wide Summary section. This includes the following: total days reported of the number of valid calendar days; total beginning enrollment or the number of students enrolled on the first valid date; total ending enrollment or the number of students enrolled on the last valid date; net difference or the difference between the total beginning enrollment and total ending enrollment; average enrollment; average daily apportionment absence; average daily non-apportionment absence; percent actual attendance; percent apportionment attendance; average daily actual attendance and average daily apportionment attendance of the whole district for each valid date within the specified date range.



SHELDON SCHOOL DISTRICT

MONTHLY ATTENDANCE REPORT

Page: 1 of 15
07/21/2005
3:36:35 PM

Report Code: AT_MONTH_ATTEN

** DISTRICT-WIDE SUMMARY **

Date	Cumulative Enrollment	Daily Enrollment	Non-ADA Absence	ADA Absence	Actual Attendance	Apportionment Attendance	% Actual Attendance	% Apportionment Attendance
07/01/2005	125	125	0.0	0.0	125.00	125.00	100.00	100.00
TOTALS:	125	125	0.0	0.0	125.00	125.00	100.00	100.00

TOTAL DAYS REPORTED:	1
TOTAL BEGINNING ENROLLMENT:	125
TOTAL ENDING ENROLLMENT:	125
NET DIFFERENCE:	0.00
AVERAGE ENROLLMENT:	125.00
AVERAGE DAILY APPORTIONMENT ABSENCE:	0.00
AVERAGE DAILY NON-APPORTIONMENT ABSENCE:	0.00
PERCENT ACTUAL ATTENDANCE:	100.00
PERCENT APPORTIONMENT ATTENDANCE:	100.00
AVERAGE DAILY ACTUAL ATTENDANCE:	125.00
AVERAGE DAILY APPORTIONMENT ATTENDANCE:	125.00

SUBMITTED BY: _____

DATE: _____

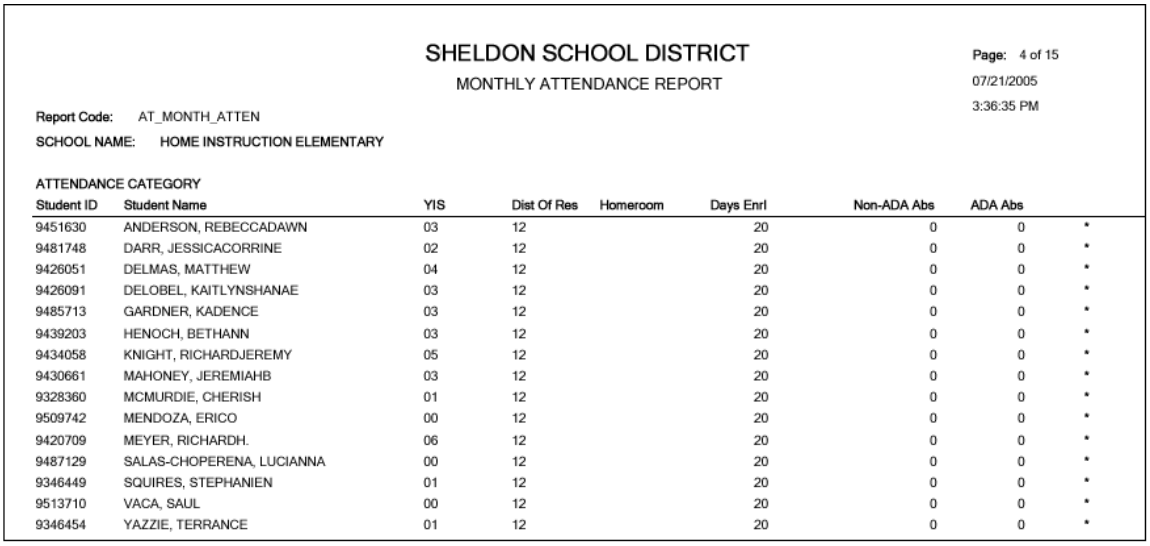
Figure 7.11.6.2.1 Monthly Attendance Report - District-wide Section

b. School Student Details

The School Student Details section lists the student enrollment and attendance information for each of the selected school for each valid date within the specified date range.

The School Details section is only displayed if Student Detail is ‘Yes’,

The report header displays the school name and attendance category. This section details the student ID, student name, YIS, district of residence, homeroom of the student, the number of days the student is enrolled, the number of absences of the students and the number of ADA absences of the student for each valid date within the specified date range.



SHELDON SCHOOL DISTRICT

MONTHLY ATTENDANCE REPORT

Page: 4 of 15
07/21/2005
3:36:35 PM

Report Code: AT_MONTH_ATTEN
SCHOOL NAME: HOME INSTRUCTION ELEMENTARY

ATTENDANCE CATEGORY

Student ID	Student Name	YIS	Dist Of Res	Homeroom	Days Enrl	Non-ADA Abs	ADA Abs	
9451630	ANDERSON, REBECCADAWN	03	12		20	0	0	*
9481748	DARR, JESSICACORRINE	02	12		20	0	0	*
9426051	DELMAS, MATTHEW	04	12		20	0	0	*
9426091	DELOBEL, KAITLYNSHANAE	03	12		20	0	0	*
9485713	GARDNER, KADENCE	03	12		20	0	0	*
9439203	HENOCH, BETHANN	03	12		20	0	0	*
9434058	KNIGHT, RICHARDJEREMY	05	12		20	0	0	*
9430661	MAHONEY, JEREMIAHB	03	12		20	0	0	*
9328360	MCMURDIE, CHERISH	01	12		20	0	0	*
9509742	MENDOZA, ERICO	00	12		20	0	0	*
9420709	MEYER, RICHARDH.	06	12		20	0	0	*
9487129	SALAS-CHOPERENA, LUCIANNA	00	12		20	0	0	*
9346449	SQUIRES, STEPHANIEN	01	12		20	0	0	*
9513710	VACA, SAUL	00	12		20	0	0	*
9346454	YAZZIE, TERRANCE	01	12		20	0	0	*

Figure 7.11.6.2.2 Monthly Attendance Report – School Student Details

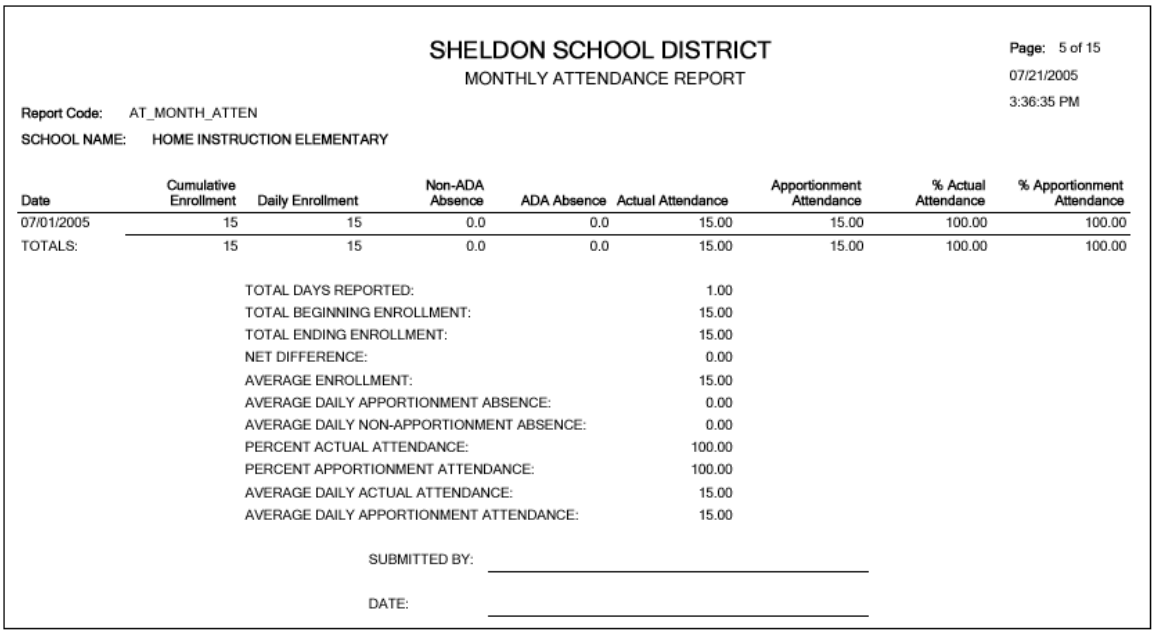
c. School Summary

The School Summary section displays the enrollment and attendance information summary for each of the selected school for each valid date.

This section details the enrollment information, which includes valid calendar date, cumulative enrollment or the number of students, enrolled as of the date and daily enrollment or the number of students enrolled as of the date less the released students.

The attendance information displayed are non-ADA absence or the number of students with an attendance record not considered in the ADA (Average Daily Attendance) parameter of the school, ADA absence or the number of students with an attendance record considered in the ADA parameter of the school, actual attendance or the number of attendance present, apportionment Attendance or the number of students enrolled less the number of students with an attendance record considered in the ADA parameter of the school, percentage of actual attendance, percentage of apportionment attendance and the total for each column.

The section of the report also includes the total of the School Summary section. This includes the following: total days reported of the number of valid calendar days; total beginning enrollment or the number of students enrolled on the first valid date; total ending enrollment or the number of students enrolled on the last valid date; net difference or the difference between the total beginning enrollment and total ending enrollment; average enrollment; average daily apportionment absence; average daily non-apportionment absence; percent actual attendance; percent apportionment attendance; average daily actual attendance and average daily apportionment attendance of each selected school for each valid date within the specified date range.



SHELDON SCHOOL DISTRICT

MONTHLY ATTENDANCE REPORT

Page: 5 of 15
07/21/2005
3:36:35 PM

Report Code: AT_MONTH_ATTEN

SCHOOL NAME: HOME INSTRUCTION ELEMENTARY

Date	Cumulative Enrollment	Daily Enrollment	Non-ADA Absence	ADA Absence	Actual Attendance	Apportionment Attendance	% Actual Attendance	% Apportionment Attendance
07/01/2005	15	15	0.0	0.0	15.00	15.00	100.00	100.00
TOTALS:	15	15	0.0	0.0	15.00	15.00	100.00	100.00

TOTAL DAYS REPORTED:	1.00
TOTAL BEGINNING ENROLLMENT:	15.00
TOTAL ENDING ENROLLMENT:	15.00
NET DIFFERENCE:	0.00
AVERAGE ENROLLMENT:	15.00
AVERAGE DAILY APPORTIONMENT ABSENCE:	0.00
AVERAGE DAILY NON-APPORTIONMENT ABSENCE:	0.00
PERCENT ACTUAL ATTENDANCE:	100.00
PERCENT APPORTIONMENT ATTENDANCE:	100.00
AVERAGE DAILY ACTUAL ATTENDANCE:	15.00
AVERAGE DAILY APPORTIONMENT ATTENDANCE:	15.00

SUBMITTED BY: _____

DATE: _____

Figure 7.11.6.2.3 Monthly Attendance Report – School Summary

7.11.7 Perfect Attendance

The Perfect Attendance report allows you to generate a listing of all the students meeting the criteria for a perfect attendance for the specified start and end attendance dates.

7.11.7.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes start and end dates, maximum ADA days or periods missed and attendance code to include in the count. You must specify start and end attendance dates and maximum ADA Days or periods missed to generate the report. If 'Period' is selected from Report By, you must select at least one attendance code to include in the count.

Records that matched the criteria specified may be sorted by any of the following: 'YIS', 'Alpha' or 'Homeroom'.

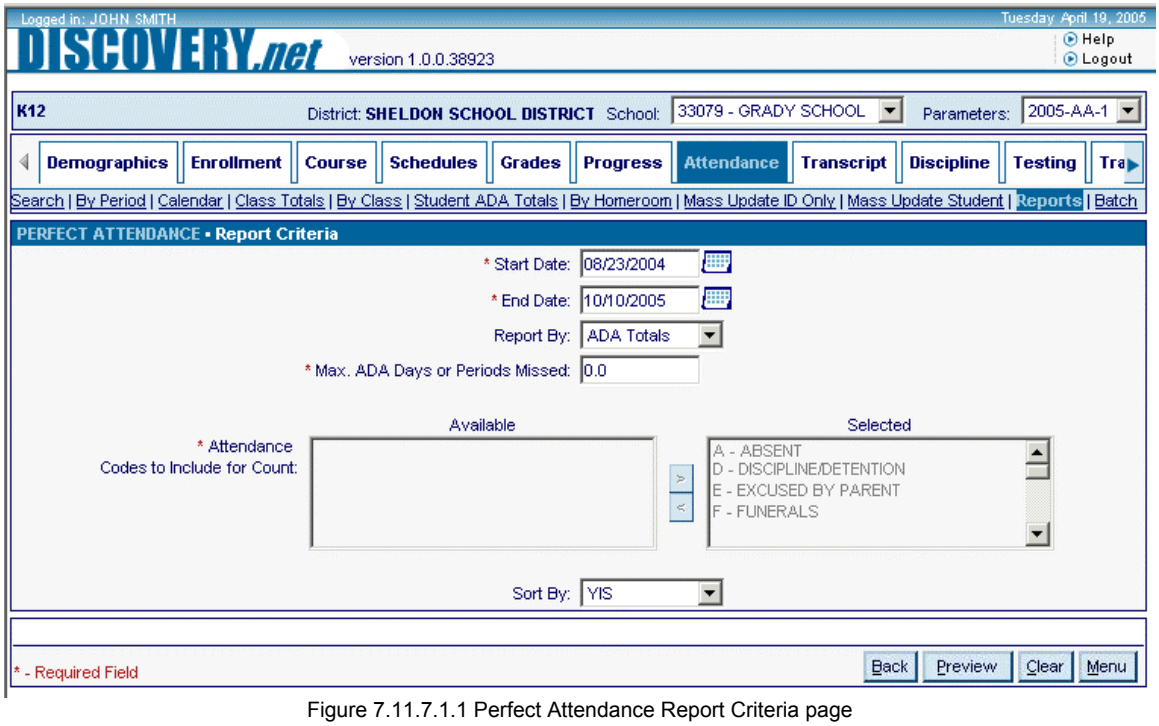
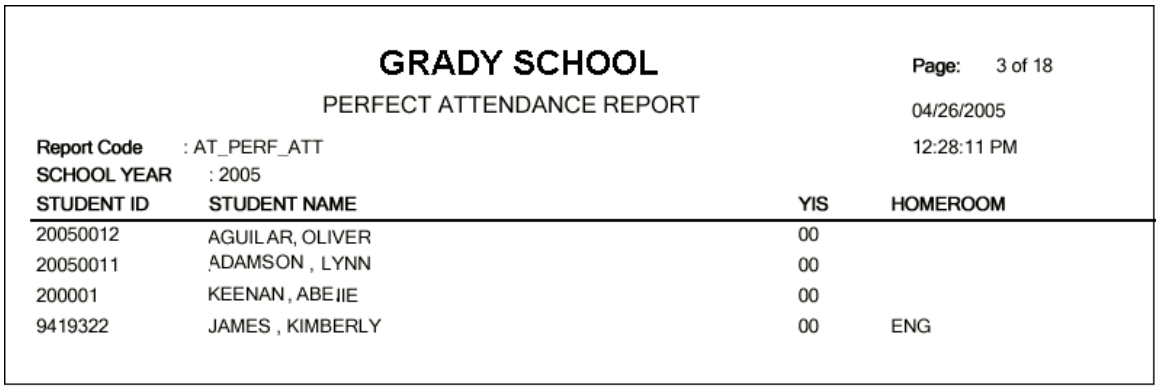


Figure 7.11.7.1.1 Perfect Attendance Report Criteria page

7.11.7.2 Report Output

The Perfect Attendance report details the student attendance records corresponding to the specified search criteria. The report header displays the school year. The report details the student ID, student name, YIS and homeroom code.



GRADY SCHOOL

Page: 3 of 18

PERFECT ATTENDANCE REPORT

04/26/2005

12:28:11 PM

Report Code : AT_PERF_ATT

SCHOOL YEAR : 2005

STUDENT ID	STUDENT NAME	YIS	HOMEROOM
20050012	AGUILAR, OLIVER	00	
20050011	ADAMSON , LYNN	00	
200001	KEENAN , ABE IIE	00	
9419322	JAMES , KIMBERLY	00	ENG

Figure 7.11.7.2.1 Perfect Attendance Report

7.11.8 Student Attendance Totals

The Student Attendance Totals report allows you to generate a listing of the enrollment and attendance record of the student.

7.11.8.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. The Other Criteria page allows you to specify specific students or student details to include in the report. (Please refer to Environment, Chapter 6 for details on Other Criteria page.)

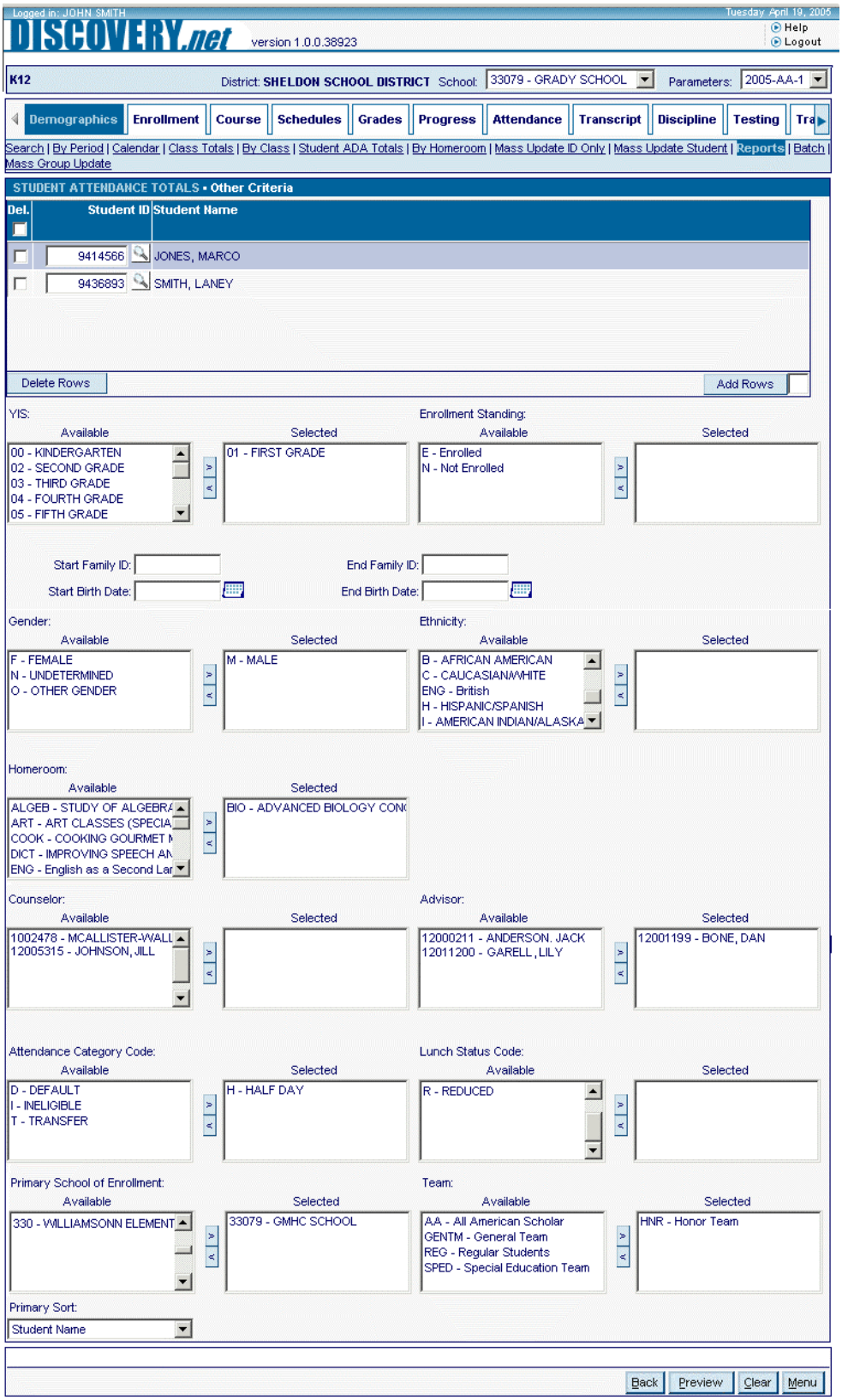


Figure 7.11.8.1.1 Student Attendance Totals Report Criteria page

7.11.8.2 Report Output

The Student Attendance Totals report details the student records corresponding to the specified report criteria. The report details the student ID, student name, gender, term, GP or grading period. The enrollment and attendance records includes enrolled days or the number of days the student is enrolled within the term and grading period; excused days or the number of days of excused absences of the student; unexcused days or the number of days of unexcused absences of the student; ADA days or the number of days of attendance records of the student considered in the ADA parameters of the school; excused tardy days or the number of excused tardy days of the student; and unexcused tardy days or the number of unexcused tardy days of the student.

GRADY SCHOOL
STUDENT ATTENDANCE TOTALS
AS OF FRIDAY, JULY 22, 2005

Page: 12 of 298
07/22/2005
7:18:23 AM

REPORT CODE: AT_ST_ATTN_TOTL
YIS CODE: 10

STUDENT ID	STUDENT NAME	GENDER	TERM	GP	ENROLLED DAYS	EXCUSED DAYS	UNEXCUSED DAYS	ADA DAYS	EXCUSED TARDY DAYS	UNEXCUSED TARDY DAYS
9362759	ABBOTT, STANLEY	M	1	1	18.0	0.0	6.0	6.0	0.0	0.0
		Totals:			18	0	6	6	0	0
1070000	ABEZANNI , JEROME	F		0	0	0	0	0	0	0
				0	0	0	0	0	0	0
				0	0	0	0	0	0	0
		Totals:			0	0	0	0	0	0
1150003	ACKER, ALAN	F		0	0	0	0	0	0	0
				0	0	0	0	0	0	0
		Totals:			0	0	0	0	0	0
9361550	ACKER, CHRIS	M		0	0	0	0	0	0	0
			1	1	44.0	0.0	14.0	6.5	0.0	7.5
			1	2	45.0	0.0	13.5	2.5	0.0	11.0
		Totals:			89	0	27.5	9	0	18.5
9359820	ADAMS, ROBERT	M		0	0	0	0	0	0	0
			1	1	44.0	0.0	3.5	2.5	0.0	1.0
			1	2	0.0	0.0	11.0	4.5	0.0	7.0
		Totals:			44	0	14.5	7	0	8
9356886	AFFLECK, SHELDON	M		0	0	0	0	0	0	0
			1	1	44.0	2.0	13.0	8.5	0.0	7.0
			1	2	45.0	1.0	20.0	8.5	0.0	12.5
		Totals:			89	3	33	17	0	19.5
9362368	ALBRECHTMAN , NICHOLE	F		0	0	0	0	0	0	0
		Totals:			0	0	0	0	0	0
9444547	ALEMANN, CRIS	M		0	0	0	0	0	0	0
			1	1	44.0	0.0	5.5	2.5	0.0	3.0
			1	2	45.0	0.0	10.0	4.5	0.0	5.5
		Totals:			89	0	15.5	7	0	8.5
9362773	ALLEN, ALFRED	F		0	0	0	0	0	0	0
			1	1	44.0	0.0	2.0	1.0	0.0	1.0

Figure 7.11.8.2.1 Student Attendance Totals Report

7.11.9 Teacher Admit (by Administrator)

The Teacher Admit (by Administrator) report allows you to generate a listing of all the student attendance records enrolled in a course-section for the logon school year and meets the attendance start and end date criteria.

This report facilitates an overview of the student count and attendance for a course-section. All the course-sections in the school are included and this report is run by the administrator.

7.11.9.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. You must specify start and end attendance dates, label for excused, and label for unexcused to generate the report. You may also add comments or additional information.

You may opt to display unaccounted absences, which requires you to select at least one unaccounted attendance code. You may also opt to include students added to the course-section or students dropped from the course-section. If you decide to include any of the above, you may also specify label for unaccounted, label for add and label for dropped.

Records that matched criteria specified may be primarily sorted by 'Teacher ID' or 'Teacher Name' and further sorted by 'Student Name' or 'Periods'.

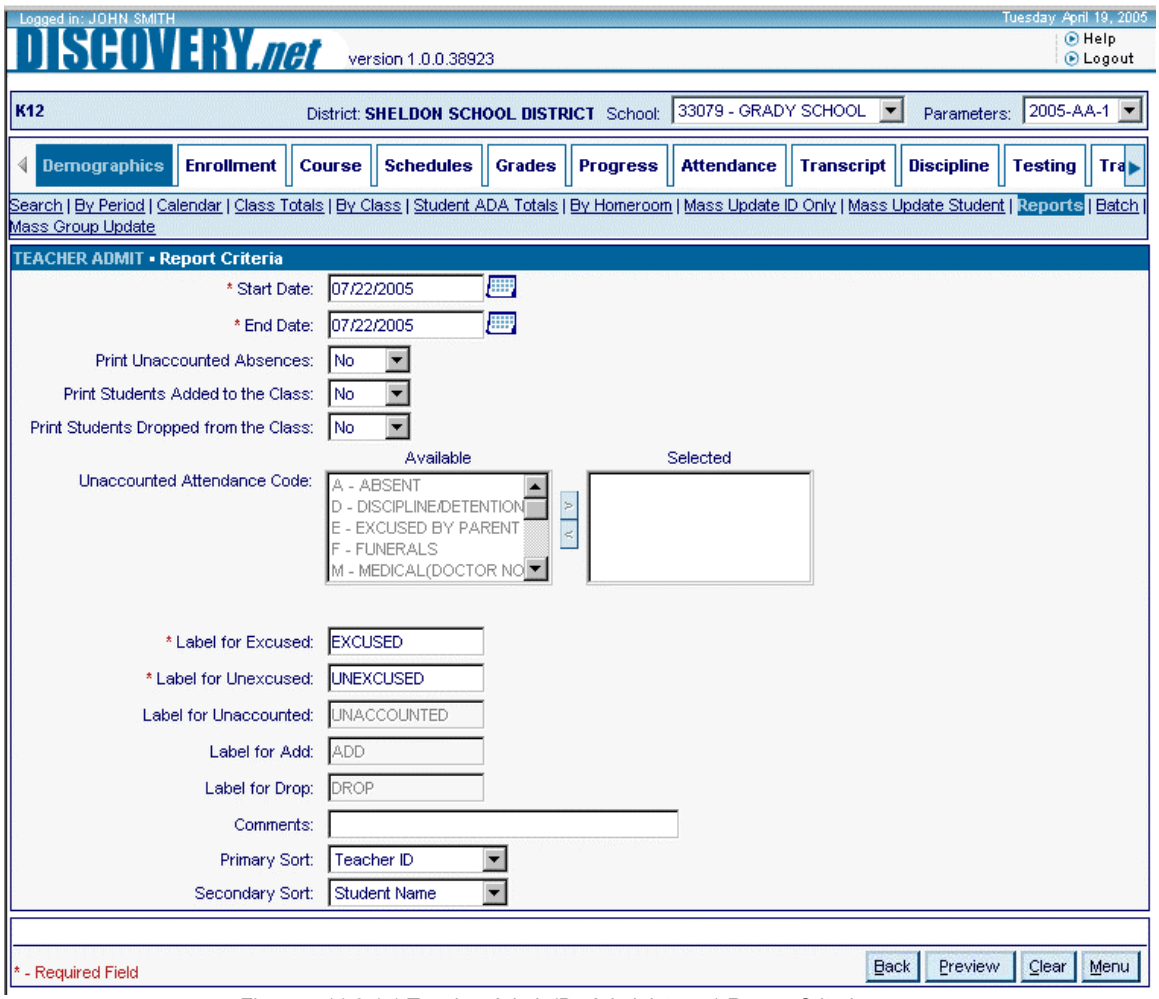
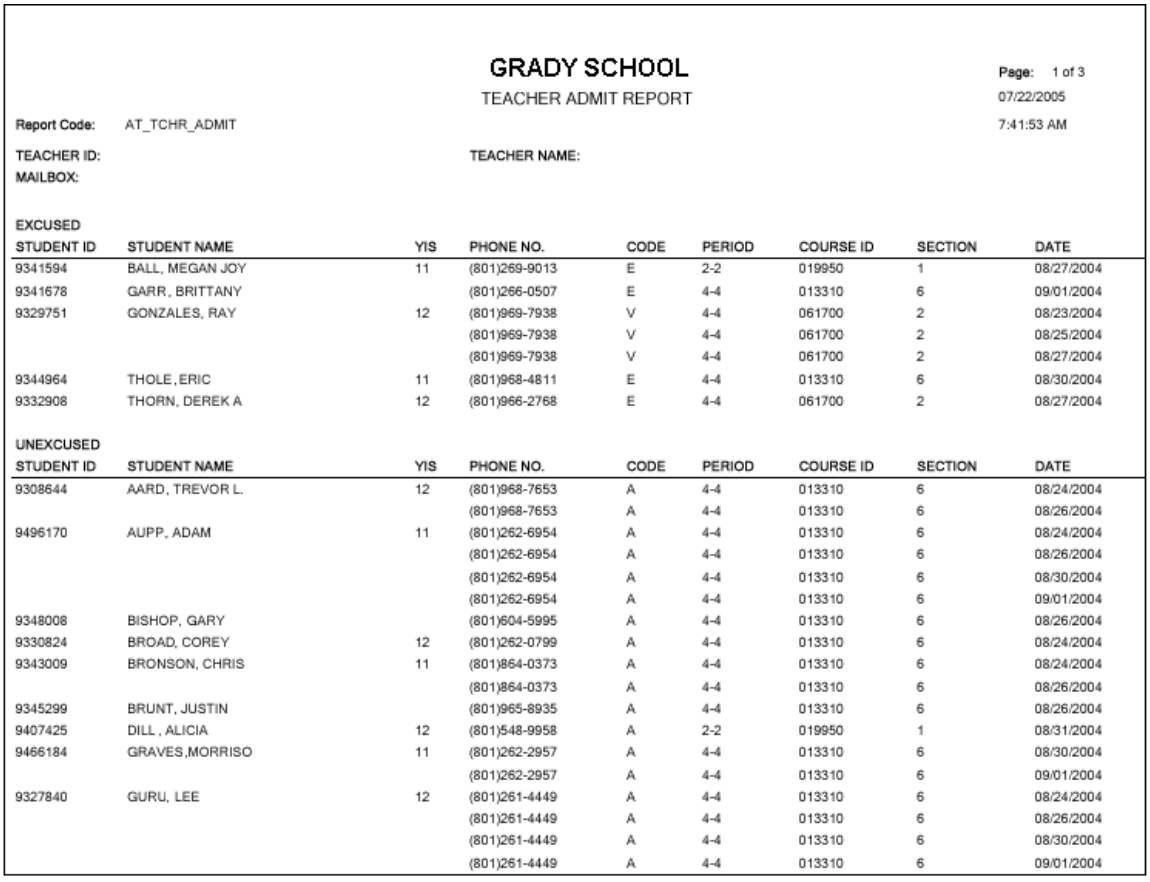


Figure 7.11.9.1.1 Teacher Admit (By Administrator) Report Criteria page

7.11.9.2 Report Output

The Teacher Admit (by Administrator) report details the student attendance record for every course-section with an assigned teacher. The report header displays the teacher ID, name of the teacher and mailbox. The report details the attendance records of the student which includes student ID, student name, YIS, phone number, attendance code, periods, course ID, section ID and attendance date.

The student records are then grouped by the following: Excused lists all the students with excused attendance records. Unexcused lists all the students with unexcused attendance records. Unaccounted lists all students with attendance records meeting the Unaccounted Attendance Code specified. Add lists all the students added in the course-section. Drop lists all the students dropped from the course-section.



GRADY SCHOOL

TEACHER ADMIT REPORT

Page: 1 of 3
07/22/2005
7:41:53 AM

Report Code: AT_TCHR_ADMIT

TEACHER ID:
MAILBOX:

TEACHER NAME:

EXCUSED

STUDENT ID	STUDENT NAME	YIS	PHONE NO.	CODE	PERIOD	COURSE ID	SECTION	DATE
9341594	BALL, MEGAN JOY	11	(801)269-9013	E	2-2	019950	1	08/27/2004
9341678	GARR, BRITTANY		(801)266-0507	E	4-4	013310	6	09/01/2004
9329751	GONZALES, RAY	12	(801)969-7938	V	4-4	061700	2	08/23/2004
			(801)969-7938	V	4-4	061700	2	08/25/2004
			(801)969-7938	V	4-4	061700	2	08/27/2004
9344964	THOLE,ERIC	11	(801)968-4811	E	4-4	013310	6	08/30/2004
9332908	THORN, DEREK A	12	(801)966-2768	E	4-4	061700	2	08/27/2004

UNEXCUSED

STUDENT ID	STUDENT NAME	YIS	PHONE NO.	CODE	PERIOD	COURSE ID	SECTION	DATE
9308644	AARD, TREVOR L.	12	(801)968-7653	A	4-4	013310	6	08/24/2004
			(801)968-7653	A	4-4	013310	6	08/26/2004
9496170	AUPP, ADAM	11	(801)262-6954	A	4-4	013310	6	08/24/2004
			(801)262-6954	A	4-4	013310	6	08/26/2004
			(801)262-6954	A	4-4	013310	6	08/30/2004
			(801)262-6954	A	4-4	013310	6	09/01/2004
9348008	BISHOP, GARY		(801)604-5995	A	4-4	013310	6	08/26/2004
9330824	BROAD, COREY	12	(801)262-0799	A	4-4	013310	6	08/24/2004
9343009	BRONSON, CHRIS	11	(801)864-0373	A	4-4	013310	6	08/24/2004
			(801)864-0373	A	4-4	013310	6	08/26/2004
9345299	BRUNT, JUSTIN		(801)965-8935	A	4-4	013310	6	08/26/2004
9407425	DILL , ALICIA	12	(801)548-9958	A	2-2	019950	1	08/31/2004
9466184	GRAVES,MORRISO	11	(801)262-2957	A	4-4	013310	6	08/30/2004
			(801)262-2957	A	4-4	013310	6	09/01/2004
9327840	GURU, LEE	12	(801)261-4449	A	4-4	013310	6	08/24/2004
			(801)261-4449	A	4-4	013310	6	08/26/2004
			(801)261-4449	A	4-4	013310	6	08/30/2004
			(801)261-4449	A	4-4	013310	6	09/01/2004

Figure 7.11.9.2.1 Teacher Admit (By Administrator)

7.11.10 Teacher Admit (by Teacher)

The Teacher Admit (by Teacher) report allows you to generate a listing of all the student attendance records enrolled in the course-section(s) assigned to the logon teacher for the logon school year and meets the attendance start and end date criteria.

This report facilitates an overview of the student count and attendance for a course-section. Course-sections included in the report, are only the course-section assigned to the logon teacher.

7.11.10.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. You must specify start and end attendance dates, label for excused, and label for unexcused. You may also add comments or additional information.

You may opt to display unaccounted absences, which requires you to select at least one unaccounted attendance code. You may also opt to include students added to the course-section or students dropped from the course-section. If you decide to include any of the above, you may also specify label for unaccounted, label for add and label for dropped.

Records that matches criteria specified may be sorted by 'Student Name' or 'Periods'.

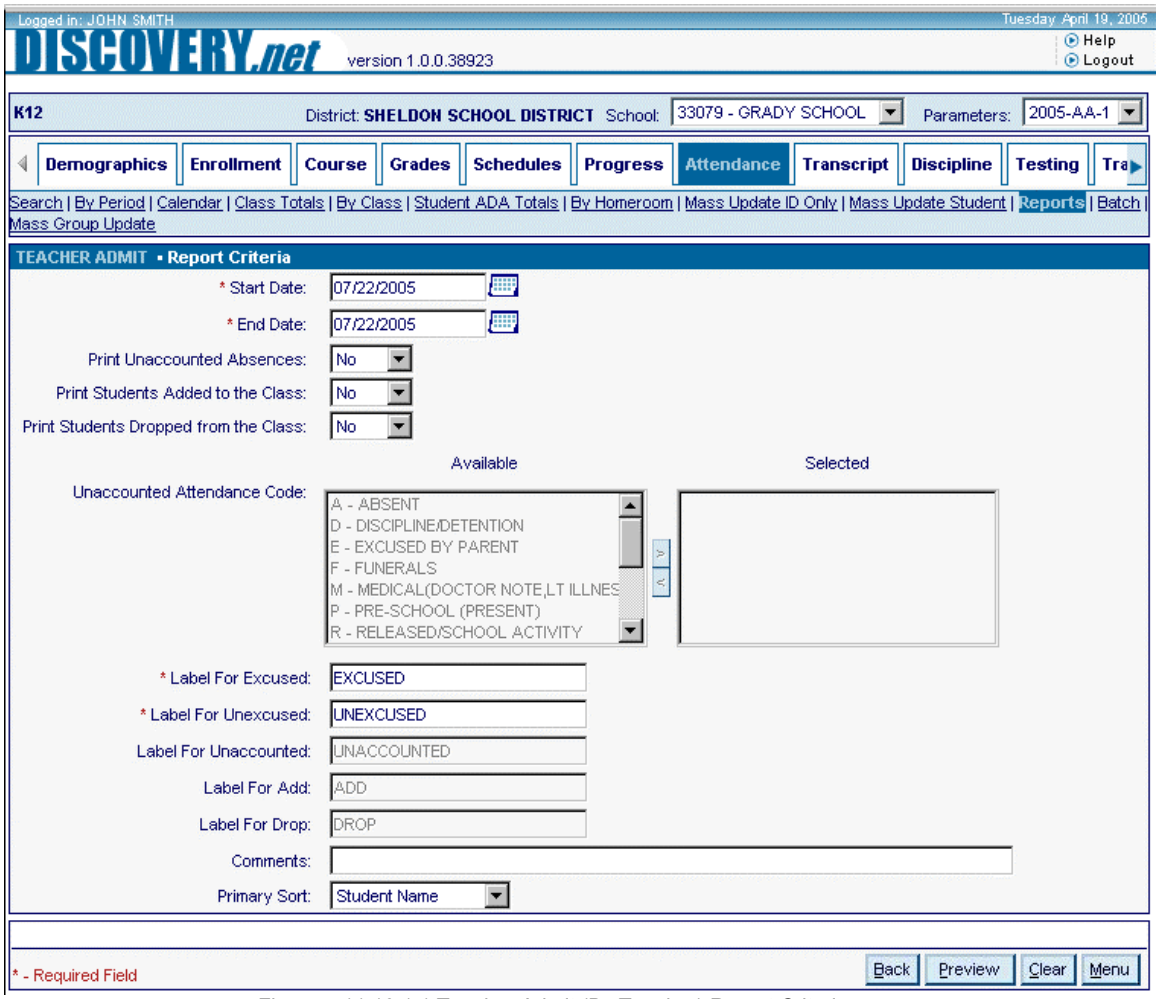


Figure 7.11.10.1.1 Teacher Admit (By Teacher) Report Criteria page

7.11.10.2 Report Output

The Teacher Admit (by Teacher) report details the student attendance record for every course-section with an assigned teacher. The report header displays the teacher ID, name of the teacher and mailbox. The report details the attendance records of the student which includes student ID, student name, YIS, phone number, attendance code, periods, course ID, section ID and attendance date.

The student records are then grouped by the following: Excused lists all the students with excused attendance records. Unexcused lists all the students with unexcused attendance records. Unaccounted lists all students with attendance records meeting the Unaccounted Attendance Code specified. Add lists all the students added in the course-section. Drop lists all the students dropped from the course-section.

GRADY SCHOOL

TEACHER ADMIT REPORT

Page: 1 of 3
07/22/2005
7:41:53 AM

Report Code: AT_TCHR_ADMIT

TEACHER ID:
TEACHER NAME:
MAILBOX:

EXCUSED

STUDENT ID	STUDENT NAME	YIS	PHONE NO.	CODE	PERIOD	COURSE ID	SECTION	DATE
9341594	BALLOUJ, MEGAN	11	(801)269-9013	E	2-2	019950	1	08/27/2004
9341678	GARRY, BRIAN		(801)266-0507	E	4-4	013310	6	09/01/2004
9329751	GONZALES, RAY	12	(801)969-7938	V	4-4	061700	2	08/23/2004
			(801)969-7938	V	4-4	061700	2	08/25/2004
			(801)969-7938	V	4-4	061700	2	08/27/2004
9344964	THOLENN , ERIC	11	(801)968-4811	E	4-4	013310	6	08/30/2004
9332908	THORN, DEREK A	12	(801)966-2768	E	4-4	061700	2	08/27/2004

UNEXCUSED

STUDENT ID	STUDENT NAME	YIS	PHONE NO.	CODE	PERIOD	COURSE ID	SECTION	DATE
9308644	AARDMAN, TREVOR L.	12	(801)968-7653	A	4-4	013310	6	08/24/2004
			(801)968-7653	A	4-4	013310	6	08/26/2004
9496170	AUPPE, ADAM	11	(801)262-6954	A	4-4	013310	6	08/24/2004
			(801)262-6954	A	4-4	013310	6	08/26/2004
			(801)262-6954	A	4-4	013310	6	08/30/2004
			(801)262-6954	A	4-4	013310	6	09/01/2004
9348008	BISHOP, CLIFTON		(801)604-5995	A	4-4	013310	6	08/26/2004
9330824	BROAD, COREY	12	(801)262-0799	A	4-4	013310	6	08/24/2004
9343009	BRONSON, ROY	11	(801)864-0373	A	4-4	013310	6	08/24/2004
			(801)864-0373	A	4-4	013310	6	08/26/2004
9345299	BRUNTE, FRANK		(801)965-8935	A	4-4	013310	6	08/26/2004
9407425	DILLEYN, LEE	12	(801)548-9958	A	2-2	019950	1	08/31/2004
9466184	GRAVES, JUSTIN	11	(801)262-2957	A	4-4	013310	6	08/30/2004
			(801)262-2957	A	4-4	013310	6	09/01/2004
9327840	GURULE, MORRIS	12	(801)261-4449	A	4-4	013310	6	08/24/2004
			(801)261-4449	A	4-4	013310	6	08/26/2004
			(801)261-4449	A	4-4	013310	6	08/30/2004
			(801)261-4449	A	4-4	013310	6	09/01/2004

Figure 7.11.10.2.1 Teacher Admit Report (by Teacher)

7.11.11 Teacher Attendance Tracking by Homeroom

The Teacher Attendance Tracking by Homeroom report allows you to generate a listing of all the teachers assigned to all homeroom groups for the term who posted student attendance records from the classroom.

7.11.11.1 Report Criteria

The Report Criteria page allows you to specify parameters for report. This includes attendance start and end dates.

You must specify start and end attendance dates to generate the report. You may opt to include homeroom group teachers who have posted, not posted or both student attendance records for their respective homeroom groups from the classroom.

Records that matched the criteria specified may be sorted by any of the following: 'Teacher Name', 'Period or 'Posted/Non-Posted'.

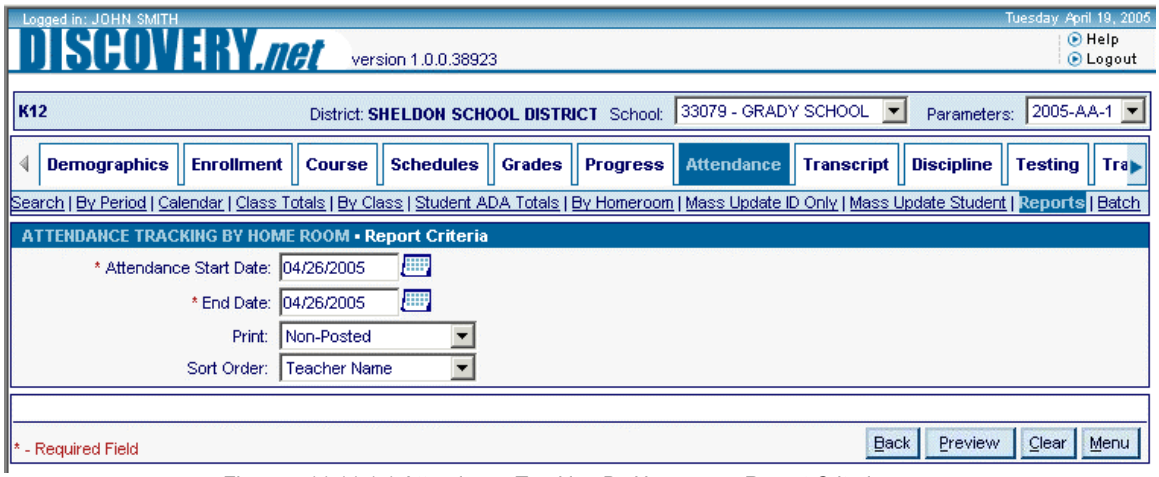
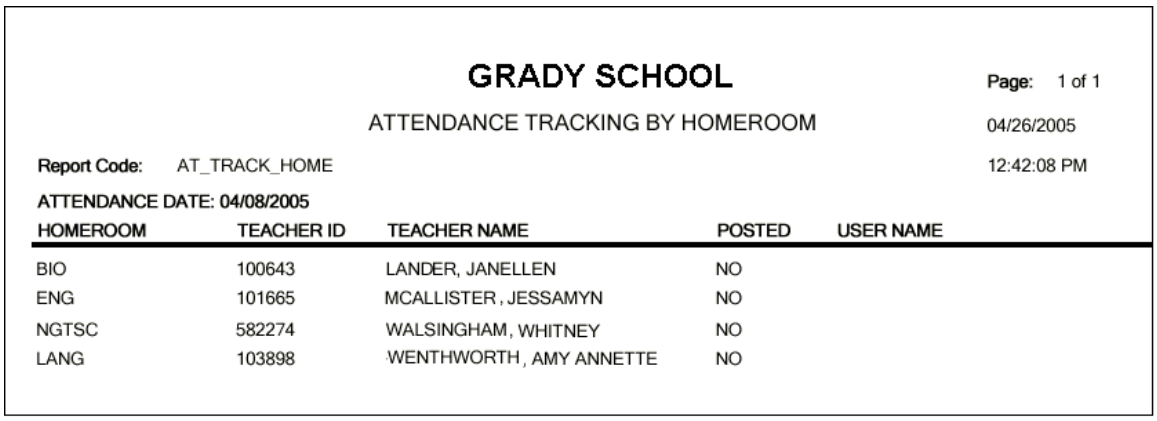


Figure 7.11.11.1.1 Attendance Tracking By Homeroom Report Criteria page

7.11.11.2 Report Output

The Attendance Tracking by Homeroom report details the homeroom group teacher information within the specified attendance date range. The report header displays the attendance date. The report details the homeroom code, teacher ID, name of teacher, posted which indicates whether the teacher posted or not posted student attendance records from the classroom and user name of the one who posted the student attendance records.



GRADY SCHOOL

Page: 1 of 1

ATTENDANCE TRACKING BY HOMEROOM

04/26/2005

Report Code: AT_TRACK_HOME

12:42:08 PM

ATTENDANCE DATE: 04/08/2005

HOMEROOM	TEACHER ID	TEACHER NAME	POSTED	USER NAME
BIO	100643	LANDER, JANELLEN	NO	
ENG	101665	MCALLISTER , JESSAMYN	NO	
NGTSC	582274	WALSINGHAM , WHITNEY	NO	
LANG	103898	WENTHWORTH , AMY ANNETTE	NO	

Figure 7.11.11.2.1 Attendance Tracking By Homeroom Report

7.11.12 Unaccounted Absence

The Unaccounted Absence report allows you to generate a listing of all the student attendance records matching the specified attendance code(s) for the specified start and end attendance dates. Only the students enrolled for the logon school year may be included in the report.

7.11.12.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes start and end dates and unaccounted attendance code. You must specify start and end attendance dates and at least one unaccounted attendance code to generate the report.

Records that matches the criteria specified may be sorted by 'Student Name' and 'YIS'.

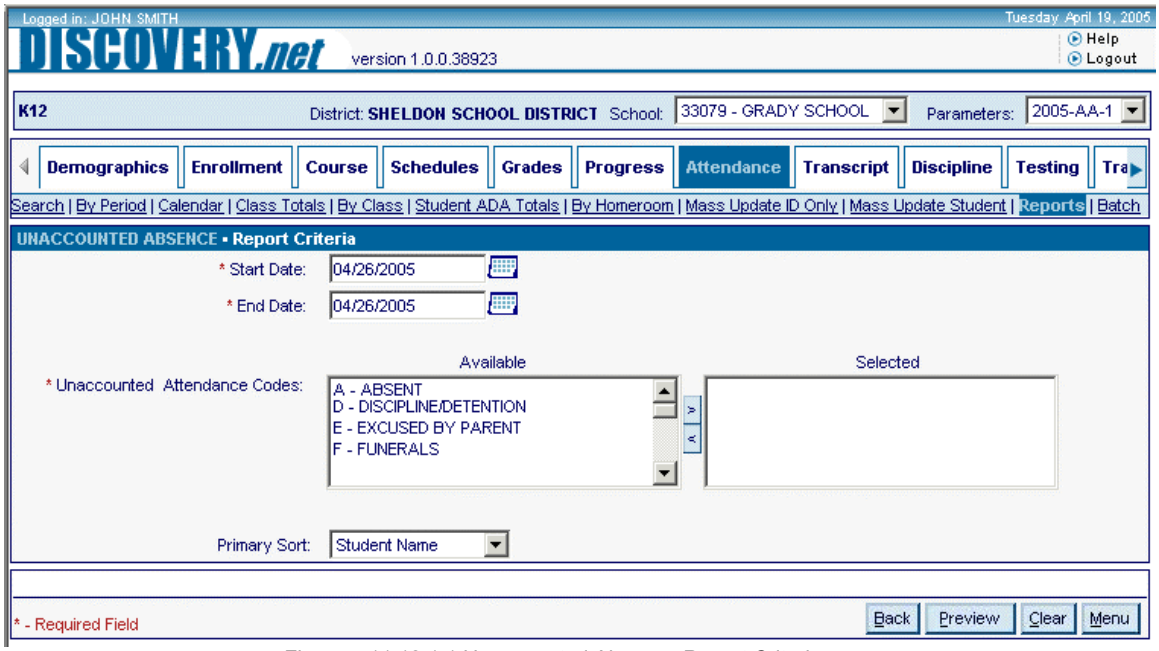
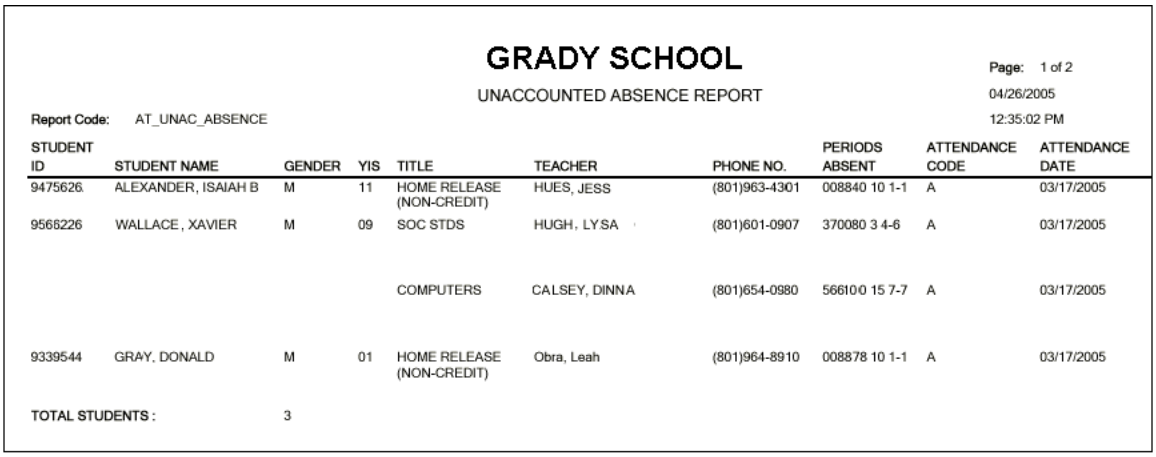


Figure 7.11.12.1.1 Unaccounted Absence Report Criteria page

7.11.12.2 Report Output

The Unaccounted Absence report details the student attendance record information corresponding to the specified report criteria. The report details the student ID, student name, gender, YIS, title of the course-section, teacher assigned to the course-section, phone number, periods absent, attendance code and attendance date the student is absent.



GRADY SCHOOL

Page: 1 of 2

UNACCOUNTED ABSENCE REPORT

04/26/2005

Report Code: AT_UNAC_ABSENCE

12:35:02 PM

STUDENT ID	STUDENT NAME	GENDER	YIS	TITLE	TEACHER	PHONE NO.	PERIODS ABSENT	ATTENDANCE CODE	ATTENDANCE DATE
9475626	ALEXANDER, ISAIAH B	M	11	HOME RELEASE (NON-CREDIT)	HUES, JESS	(801)963-4301	008840 10 1-1	A	03/17/2005
9566226	WALLACE, XAVIER	M	09	SOC STDS	HUGH, LYSA	(801)601-0907	370080 3 4-6	A	03/17/2005
				COMPUTERS	CALSEY, DINNA	(801)654-0980	566100 15 7-7	A	03/17/2005
9339544	GRAY, DONALD	M	01	HOME RELEASE (NON-CREDIT)	Obra, Leah	(801)964-8910	008878 10 1-1	A	03/17/2005

TOTAL STUDENTS : 3

Figure 7.11.12.2.1 Unaccounted Absence Report

7.11.13 Unexcused Absence

The Unexcused Absence report allows you to generate a report listing all the student attendance records with unexcused absence for the specified attendance date range. Only the students enrolled in the logon school year may be included in the report.

7.11.13.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes attendance date range. You must specify start and end attendance dates to generate the report

Records that matches the criteria specified may be sorted by 'Counselor', Student Name' and 'YIS'.

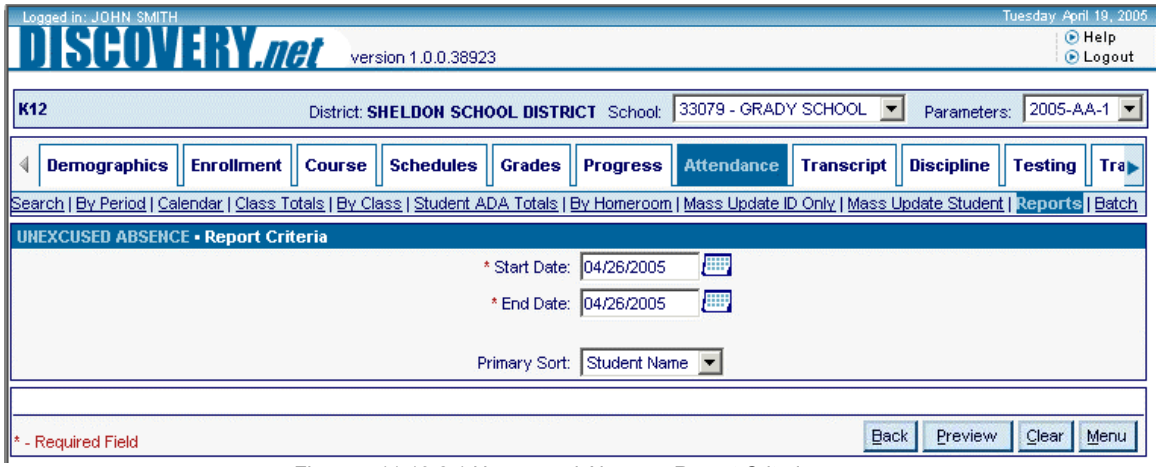
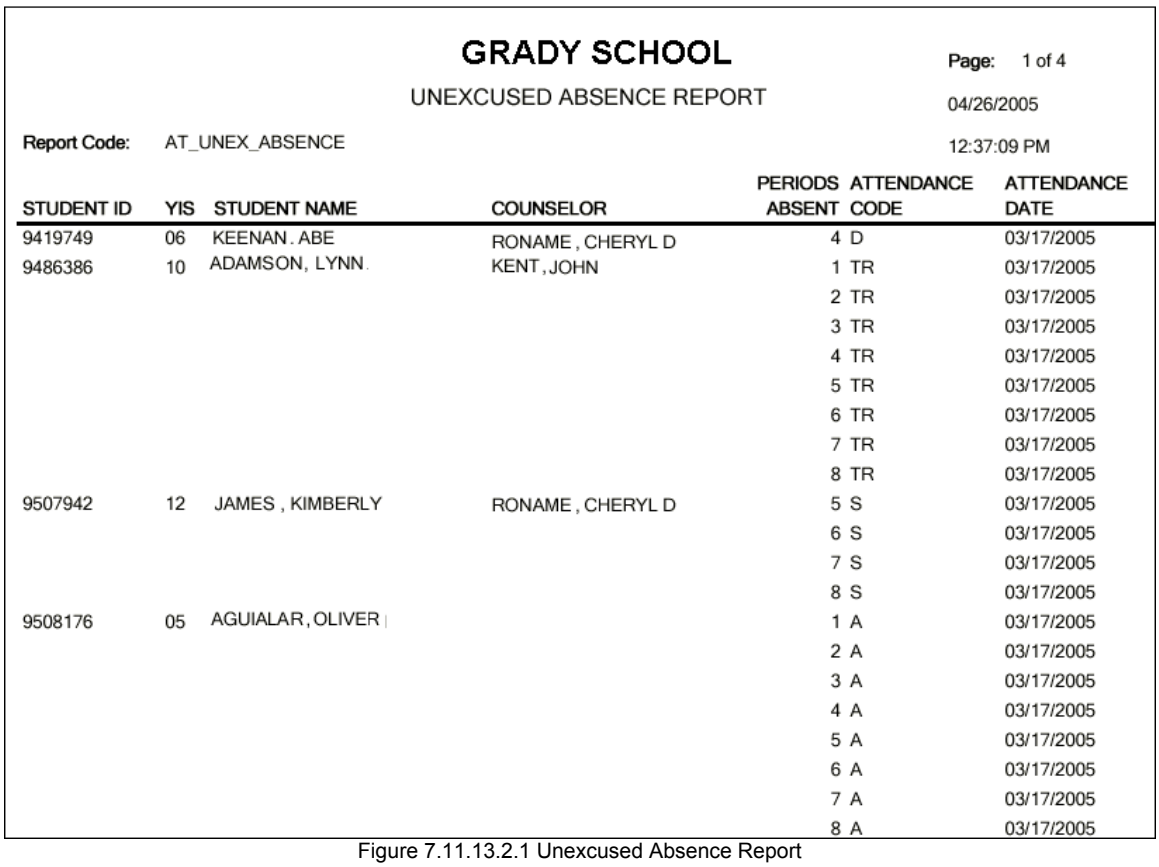


Figure 7.11.13.2.1 Unexcused Absence Report Criteria page

7.11.13.2 Report Output

The Unexcused Absence report details the unexcused attendance records within the attendance date range. The report details the student ID, YIS, student name, counselor, periods absent, attendance code and attendance date.



GRADY SCHOOL

Page: 1 of 4

UNEXCUSED ABSENCE REPORT

04/26/2005

Report Code: AT_UNEX_ABSENCE

12:37:09 PM

STUDENT ID	YIS	STUDENT NAME	COUNSELOR	PERIODS ABSENT	ATTENDANCE CODE	ATTENDANCE DATE
9419749	06	KEENAN. ABE	RONAME, CHERYL D	4	D	03/17/2005
9486386	10	ADAMSON, LYNN.	KENT, JOHN	1	TR	03/17/2005
				2	TR	03/17/2005
				3	TR	03/17/2005
				4	TR	03/17/2005
				5	TR	03/17/2005
				6	TR	03/17/2005
				7	TR	03/17/2005
				8	TR	03/17/2005
9507942	12	JAMES, KIMBERLY	RONAME, CHERYL D	5	S	03/17/2005
				6	S	03/17/2005
				7	S	03/17/2005
				8	S	03/17/2005
9508176	05	AGUIALAR, OLIVER		1	A	03/17/2005
				2	A	03/17/2005
				3	A	03/17/2005
				4	A	03/17/2005
				5	A	03/17/2005
				6	A	03/17/2005
				7	A	03/17/2005
				8	A	03/17/2005

Figure 7.11.13.2.1 Unexcused Absence Report

7.12 Batch

The Batch submodule lists and allows you to execute all Attendance-related batch process. It consists of two pages: List and Status pages.

7.12.1 List

The List page lists all batch processes for Attendance module. Click the [BATCH CODE] link to open the Batch Parameters page of the batch you need to process.

There is only one Attendance batch process:

- Attendance Aggregate Insert/Update

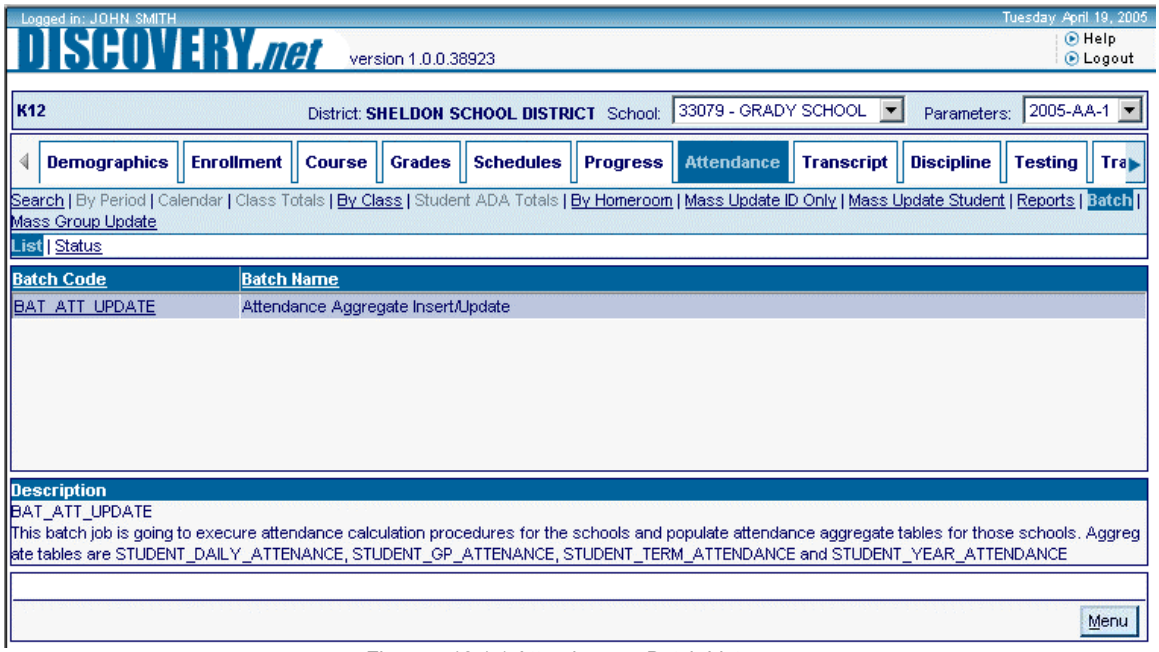

Logged in: JOHN SMITH
Tuesday April 19, 2005
DISCOVERY.net version 1.0.0.38923
Help
Logout
K12
District: SHELDON SCHOOL DISTRICT School: 33079 - GRADY SCHOOL
Parameters: 2005-AA-1
Demographics
Enrollment
Course
Grades
Schedules
Progress
Attendance
Transcript
Discipline
Testing
Search | By Period | Calendar | Class Totals | By Class | Student ADA Totals | By Homeroom | Mass Update ID Only | Mass Update Student | Reports | Batch | Mass Group Update
List | Status
Batch Code
Batch Name
BAT_ATT_UPDATE
Attendance Aggregate Insert/Update
Description
BAT_ATT_UPDATE
This batch job is going to execure attendance calculation procedures for the schools and populate attendance aggregate tables for those schools. Aggregate tables are STUDENT_DAILY_ATTENANCE, STUDENT_GP_ATTENANCE, STUDENT_TERM_ATTENDANCE and STUDENT_YEAR_ATTENDANCE
Menu

Figure 7.12.1.1 Attendance – Batch List page

7.12.1.1 Attendance Aggregate Insert/Update

The Attendance Aggregate Insert/Update batch process allows you to execute attendance calculation procedures to populate attendance aggregate tables for the selected schools.

The batch process calculates all the attendance including tardy records of each student for every attendance date. The attendance record of the student is further detailed to periods as well as its ADA count.

The student attendance aggregate tables also include three more tables: student attendance for every grading period of term for the logon year, student attendance for every term for the logon year and student attendance for the logon year.

a. Batch Criteria

The Batch Criteria page of the page allows you to specify parameters for the batch process. This includes school start and end date to execute the batch process. You must select at least one school and specify attendance date range.

You may also select the execution type of the batch process.

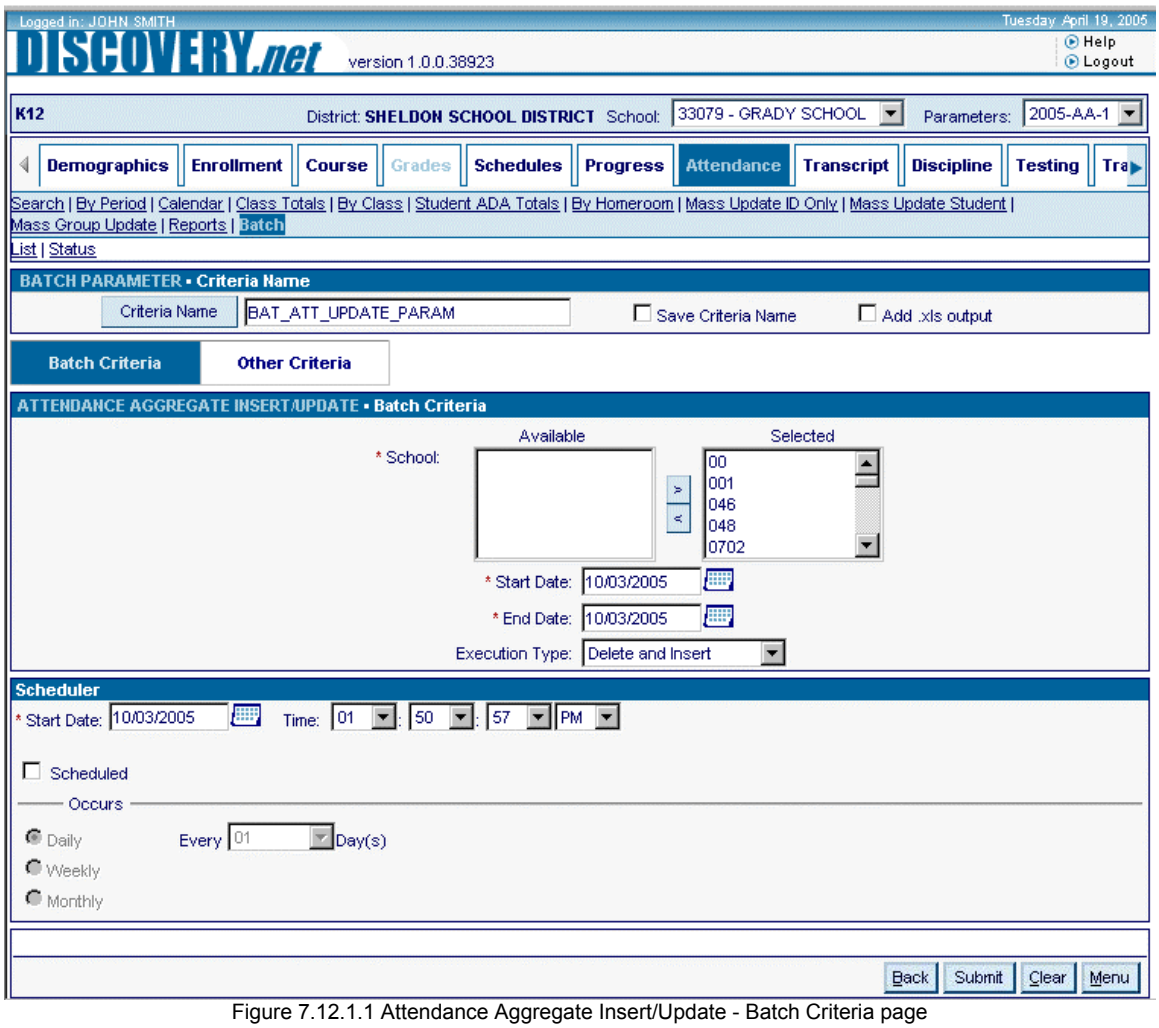


Figure 7.12.1.1 Attendance Aggregate Insert/Update - Batch Criteria page

b. Other Criteria

The Other Criteria page allows you to specify specific students or student details to include in the batch process. (Please refer to Environment, Chapter 6 for details on Other Criteria page.)

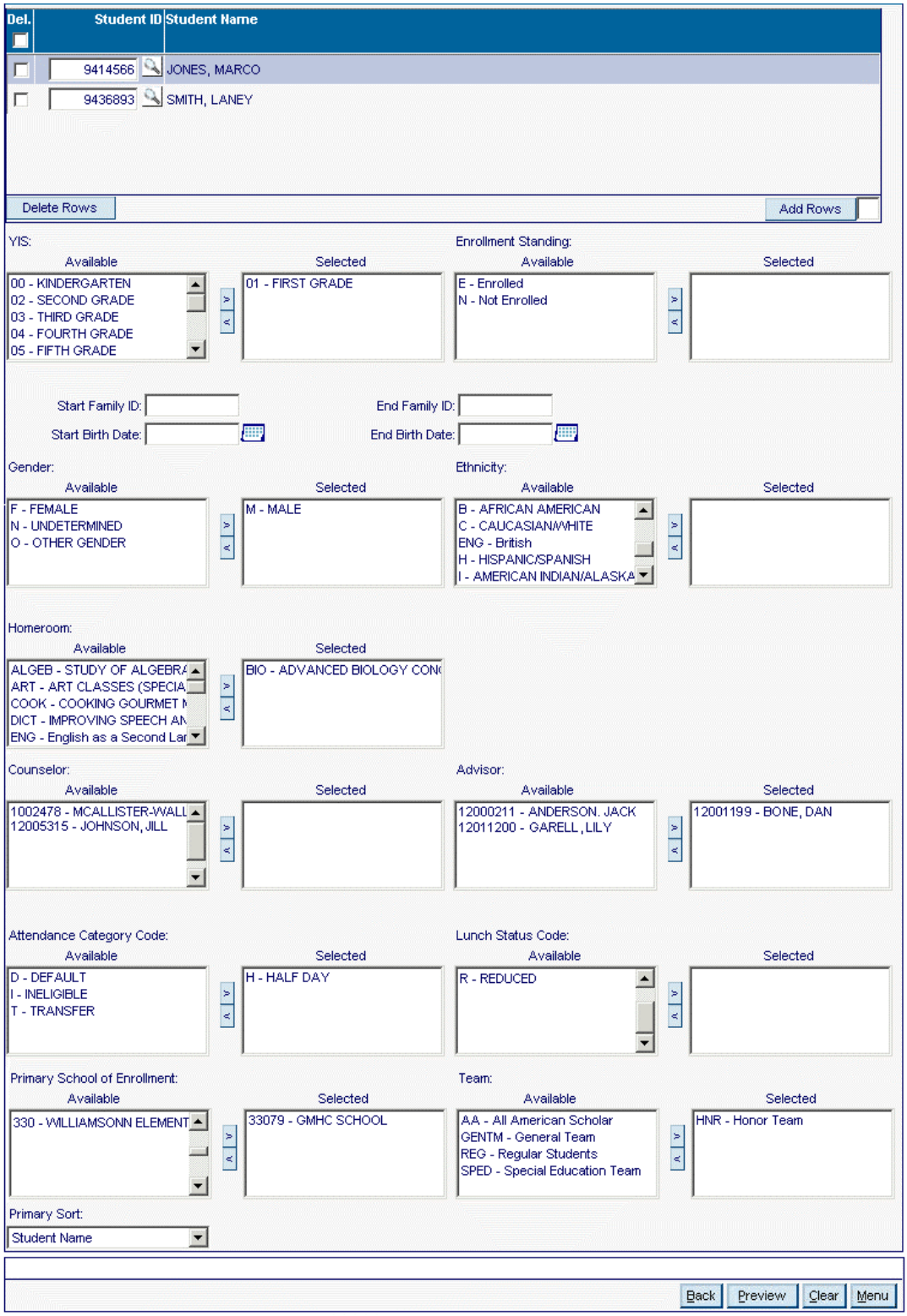


Figure 7.1.2.1.2 Attendance Aggregate Insert/Update - Other Criteria page

7.12.2 Status

The Status page lists all the batch process generated. This page allows you to locate and view the status of the batch process and also view its report.

This page is common to all Batch submodules. (Please refer to Environment, Chapter 8 for details on Batch Status page.)

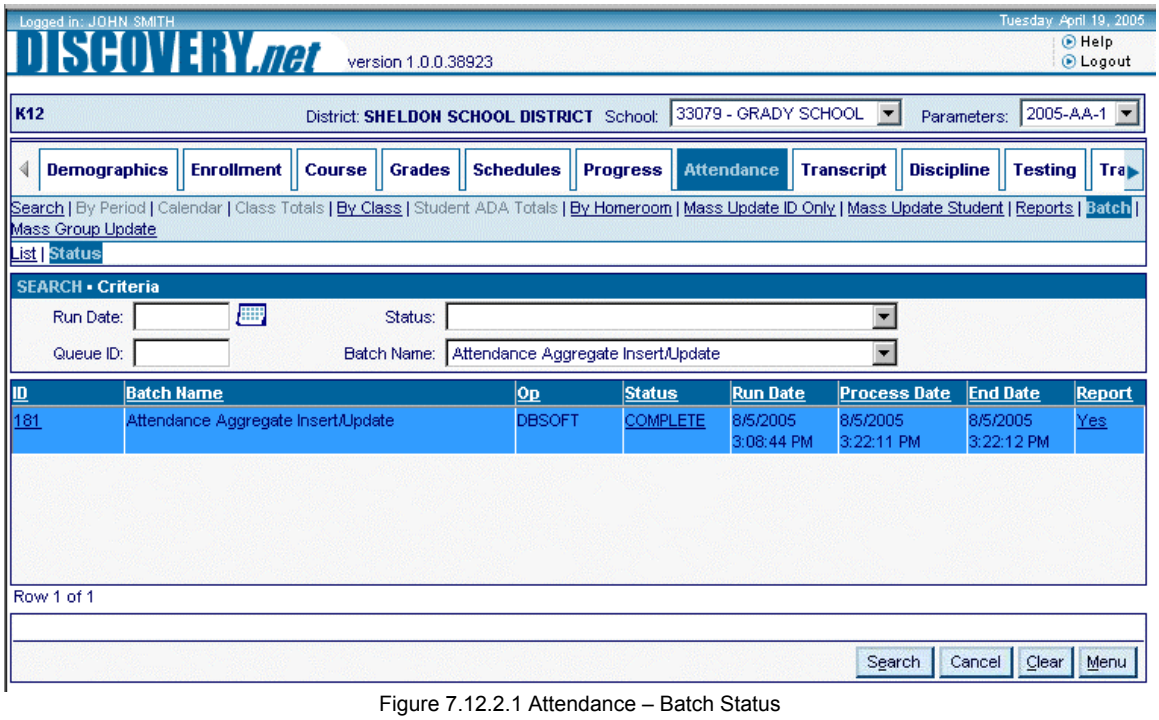
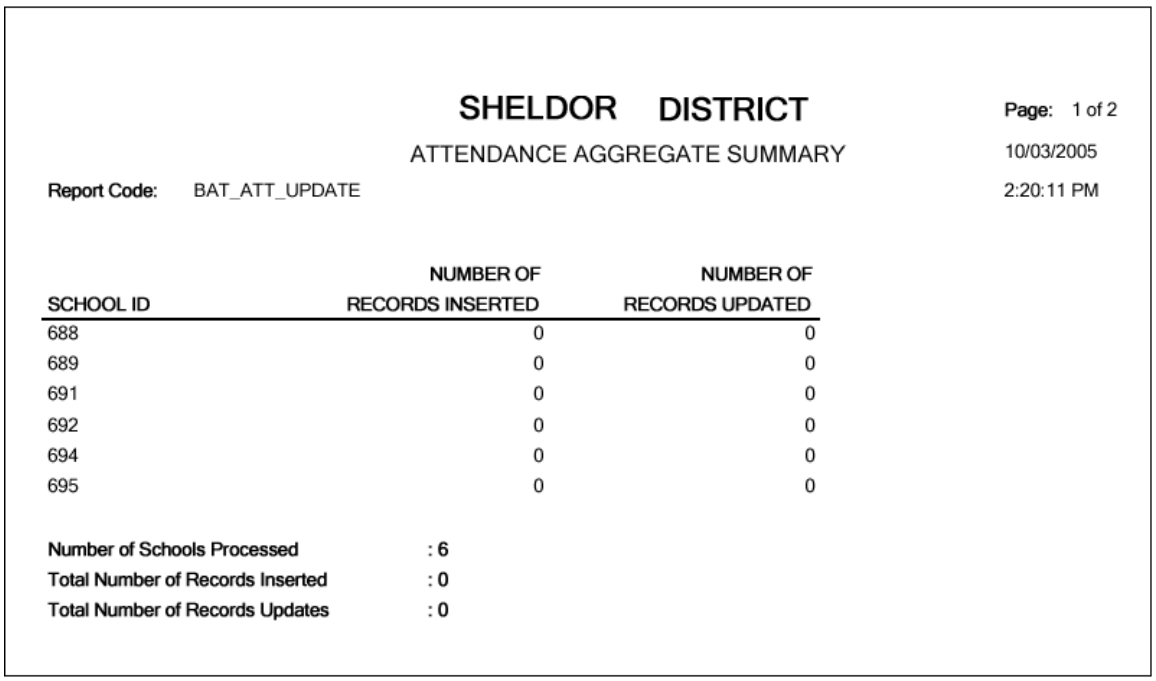


Figure 7.12.2.1 Attendance – Batch Status

7.12.2.1 Attendance Aggregate Summary

The Attendance Aggregate Insert/Update details the number of schools and records processed. The report details the school ID, number of records inserted and updated for each school. The report footer displays the total number of schools processes, records inserted and records updated.



SHELDOR DISTRICT

Page: 1 of 2

ATTENDANCE AGGREGATE SUMMARY

10/03/2005

Report Code: BAT_ATT_UPDATE

2:20:11 PM

SCHOOL ID	NUMBER OF RECORDS INSERTED	NUMBER OF RECORDS UPDATED
688	0	0
689	0	0
691	0	0
692	0	0
694	0	0
695	0	0

Number of Schools Processed : 6
Total Number of Records Inserted : 0
Total Number of Records Updates : 0

Figure 7.12.2.1.1 Attendance Aggregate Summary